

**BOROUGH OF WASHINGTON, WARREN COUNTY, NJ**  
**COUNCIL AGENDA**  
**August 3, 2010**  
**7:30 PM**

**STATEMENT OF ADEQUATE NOTICE:**

**ROLL CALL:** Clerk will call the Roll

**EXECUTIVE SESSION:**

Resolution 152-2010 Executive Session (if necessary)

**MINUTES:**

Regular Meeting of July 20, 2010

**CORRESPONDENCE:**

Jane MacNeil Re: Turn the Town Teal

**AUDIENCE:**

Remarks, petitions, statements and testimony from guests

**ORDINANCES:**

1. None

## **REPORTS**

1. Issues and Details
2. Managers Reports (redacted version)

## **COMMITTEE REPORTS**

DPW Garage Committee	Website Committee
Sewer Committee	Streets Committee
Grant Committee	
Finance Committee	
Park Committee	
Shared Services Report	
Senior Services Committee	

## **OLD BUSINESS:**

## **NEW BUSINESS:**

1. Discussion on Voting Procedures (DH)
2. Resolution 150-2010 Adjust Sewer Billings
3. Resolution 151-2010 Release of Funds from J. H. Van Cleef  
Canal Run Project Escrow Account
4. Resolution 153-2010 Resolution Approving the Warren County  
MCCTFC Acquisition Project Application

## **VOUCHERS:**

List Attached

## **RECAP**

## **COUNCIL REMARKS:**

Remarks, Reports, Discussions

**ADJOURNMENT:** \_\_\_\_\_ P.M.

**RESOLUTION 152-2010**  
**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

**WHEREAS**, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

**WHEREAS**, the Mayor and Council find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

**WHEREAS**, the Mayor and Council will reconvene in public session at the conclusion of the executive session;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

\_\_\_\_\_ A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);

\_\_\_\_\_ A matter where the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

\_\_\_\_\_ A collective bargaining agreement, or the terms and conditions thereof (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; Real Estate Acquisitions

\_\_\_\_\_ Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Investigations of violations or possible violations of the law;

\_\_\_\_\_ Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is: \_\_\_\_\_ the public disclosure of such information at this time would have a potentially negative impact on the municipality's

**BOROUGH OF WASHINGTON, WARREN COUNTY, NEW JERSEY  
WASHINGTON BOROUGH COUNCIL MINUTES – July 20, 2010**

The Regular Meeting of the Borough Council of Washington, Warren County, New Jersey was held in the Council Chambers of Borough Hall at 7:30 P.M.

Roll Call: Boyle, Housel, Cioni, Gleba, McDonald, Higgins, Valentine - Present

Also Present: Richard Cushing, Esq. Municipal Attorney  
Richard Phelan, Borough Manager  
Kristine Blanchard, Borough Clerk

Mayor McDonald led everyone in the flag salute.

Mayor McDonald read the following Statement into the Record:

“The requirements of the ‘Open Public Meetings Law, 1975, Chapter 231 have been satisfied in that adequate notice of this meeting has been published in the Star Gazette and posted on the Bulletin Board of Borough Hall stating the time, place and purpose of the meeting as required by law.

**MINUTES:**

Motion made by Cioni, seconded by Higgins to approve the minutes of the Regular Meeting on July 6, 2010.

Several notations were noted by the Clerk.

Ayes: 6, Nays: 0  
Abstain: 1(McDonald)

**APPEARANCE:**

Charles Van Deursen - Captain Washington Emergency Squad

Mr. Van Deursen gave a brief synopsis of the activities of the Emergency Squad. He stated the donations that the squad receives allows for quality emergency services to the Borough and surrounding areas. Donations received from the Borough are used to offset the transport costs for residents and employees of the Borough not covered by insurance. The squad’s ambulances respond to approximately 1300 to 1500 calls per year which include motor vehicle accidents, medical emergencies, fire response, and fire support.

The squad also does local event standby for the soap box derby, football games, and the fireworks. Currently the squad has an active membership of 35 volunteers who make up 6-hour duty crews covering 6:00 p.m. to 6:00 a.m. Monday through Friday and the weekend. All current active members are NJ EMT certified and CPR certified. Mr. Van Deursen stated that all of the squad's vehicles are inspected by the state. The squad is always in search of new members. All training is provided by the state at no cost and re-certifications are paid by the squad. Mr. Van Deursen also stated that the squad also has associate members who may not have time for active duty; and non EMS members who contribute by doing office work and maintenance. The application is available online at [83rescue.org](http://83rescue.org). Mr. Van Deursen also stated that the Emergency Squad is also researching alternatives to its current quarters, purchasing a new ambulance and extrication equipment.

Councilman Boyle asked Mr. Van Deursen what would be considered a full membership emergency squad. Mr. Van Deursen stated a full squad would be the ability to have two EMT's on duty throughout the day, night, and weekend. Councilman Cioni asked how the squad would go about paying to replace a truck. Mr. Van Deursen stated the squad is prepared to set aside \$20,000 to \$30,000 a year to pay for the new ambulance.

Mayor McDonald thanked Mr. Van Deursen and the entire Emergency Squad for the service they provide to the community.

#### Washington Borough Fire Department

Mayor McDonald stated that due to a scheduling conflict the Fire Department would be unable to make its appearance as requested. A detailed report has been provided by the Fire Department.

#### Business Improvement District – Pocket Park Presentation Sandy Cerami – BID Executive Director

Ms. Cerami stated the BID will be presenting a PowerPoint presentation of the proposed pocket park located at 44 East Washington Avenue; the lot of the former Antique Center. The BID is seeking Council's partnership in applying for the Warren County Open Space Preservation Grant to fund the land acquisition. Ms. Cerami stated the BID and the Borough have provided 6 million dollars in physical improvements since the BID's inception in 2003. The funding assessments since 2003 have only been 1 million and these assessments are only assessed on the commercial properties in the Borough. This is quite an accomplishment.

At this time the BID presented a PowerPoint presentation to the Governing Body.

#### Council Discussion

Councilman Cioni noted that this pocket park will add seven spaces to the municipal lot. He also asked Ms. Cerami if the BID will receive a clear title. Ms. Cerami stated there are two minor items to settle at closing. She explained the land is currently assessed at \$45,000 and the BID is looking for a \$100,000 grant. She stated the final decision from Warren County will be in December, 2010. Councilwoman Gleba noted that the Grant Committee will be reviewing the grant application at their meeting on August 28<sup>th</sup>. The grant will then be presented for Council's consideration in August.

Councilman Cioni noted that he spoke with a representative from the DEP regarding the Hazardous Discharge Remediation Grant that the BID is also applying for. Ms. Cerami stated that the BID did not apply for the remediation grant only, the \$45,000 assessment grant. Councilman Cioni noted that in his conversation the DEP representative stated there is a 6 to 9 month back log of applicants. Ms. Cerami stated that the BID is hoping to use their affiliations to move the process along more quickly. Councilman Cioni asked who would be responsible for paying for remediation. Ms. Cerami stated the owners would be asked to help finance the remediation along with the BID using fundraising efforts etc.

Councilwoman Gleba noted that this is a pass-through grant. The BID would purchase the property and take title.

Councilman Housel asked if the project falls through is the Borough responsible for the cost. Ms. Cerami stated no; this is a BID purchase. Councilman Housel asked if the remediation will be completed prior to purchase. Ms. Cerami stated the remediation and construction of the park are a simultaneous effort. It will be handled exactly like the Municipal Parking Lot. Councilwoman Gleba stated the Borough will not take over the park until it is complete and remediation completed. Ms. Cerami clarified for Council that the BID is responsible for their own debts and risks. The BID is named as the responsible party in the grant application not the Borough. Ms. Cerami explained that the copy of the grant agreement Council has is a general grant agreement; the BID has negotiated addendums with the County.

Mayor McDonald thanked the BID for their presentation.

### **CORRESPONDENCE:**

#### **Business Improvement District – Proposed Parking Lot Hours**

Councilman Boyle stated that the parking lots should be named in the Ordinance. Councilman Boyle also suggested the Borough Park parking area be removed or separated from the Ordinance. Councilman Cioni asked how the signs will be updated if Council approves the Ordinance changes. Ms. Cerami stated that the BID expects to pay for the changes that need to be made to the signs.

After some further discussion it was agreed upon that the Streets Committee, Police Department, and Attorney review the proposed Ordinance and bring back to Council at the second meeting in August for consideration.

Motion made by Councilman Boyle to have the Ordinance reviewed by the respective parties and come back at the second meeting in August for Council consideration, seconded by Cioni.

Ayes: 7, Nays: 0  
Motion Carried

### **AUDIENCE**

Rudy Bescherer – 191 Broad Street

Mr. Bescherer noted the sign at the front door stating the Borough is temporarily not accepting Zoning Applications. He stated that the Borough is preventing people from installing pools, fences, etc. He stated he has received calls regarding this, by State Statute you have to accept Zoning Applications. Manager Phelan stated he is waiting for the final Civil Service list. Mr. Bescherer asked if the grass cutting on abandoned properties will be handled. Manager Phelan stated that the DPW is scheduled to start doing it this week. Mr. Bescherer asked Mayor McDonald about the cable bill for his office. Manager Phelan stated the bill is for the cable box. Mayor McDonald stated that he was not aware the Borough was paying for this, however; he will take care of it.

Grace MaGinnis 57 Grand Avenue

Ms. MaGinnis stated that she purchased a yard sale permit and noticed the sign limits are very small. She stated a 12x12 sign is not large enough and she is also unhappy about the money she had to spend to even have a yard sale. She stated it does not seem fair; other communities do not require payment.

Joyce Pyle 88 West Stewart Street

Ms. Pyle stated to Council that in 1969 the Borough became a Council Manager form of Government. The Borough had five managers up to Alan Fisher and no one ever questioned the residency requirements. She stated that Mr. Phelan submitted an employment contract to Council with a 4% each year over the five years. Ms. Pyle stated this Manager does not live in the Borough, telecommutes, and has flexible hours. In addition, he drew up his own contract. Ms. Pyle stated there was not a full Council present at the meeting where the vote on his contract took place. Something like this should have been postponed until a full Council was present. She stated he also wanted



employees to give up one day a week furlough and give up their raises for two years. She asked why would we do that to our employees? Councilman Valentine noted that the Borough Manager is always available when I have called him with questions even on weekends. Councilman Cioni stated that requiring residency status for the Borough Manager's position limits the pool of qualified candidates.

## **ORDINANCES**

Ordinance 9-2010 "Cable Television Franchise" (Public Hearing/Adoption)

Mayor McDonald entertained a motion to introduce Ordinance #9-2010 on final adoption and have the clerk read by title.

Motion made by Cioni, seconded by Housel to introduce on final reading and have the clerk read by title only.

The Clerk read Ordinance #9-2010 by title only and stated that this ordinance had been published in the Star Gazette as required by law; a copy was posted on the bulletin board and copies available upon request from the Clerk's office.

Roll Call: Mc Donald, Gleba, Cioni, Higgins, Valentine, Boyle, Housel – Yes

Ayes: 7, Nays: 0

Motion Carried

Public Hearing:

Evelyn Morrison 20 Madison Avenue

Ms. Morrison asked Council if public programming will be available. Councilwoman Gleba stated that service is available and she has the information if Ms. Morrison is interested. Councilman Housel noted that Warren County Technical School had a broadcasting agreement for their students as well. Ms. Morrison asked if a contribution was made to the Borough. Manager Phelan stated Comcast will be making a contribution of \$25,000 and all Borough buildings will receive free cable service. Comcast also sent 35 employees to help with the Community Garden.

Mrs. Sloan 89 Grand Avenue

Mrs. Sloan asked if this was put out to bid. Mayor McDonald stated that no other company came forward.

Hearing no further comments from the public motion made by Gleba, seconded by Higgins to close the public hearing.

Ayes: 7, Nays: 0  
Motion Carried

Motion made by Housel, seconded by Valentine to adopt Ordinance 9-2010 on final passage.

Roll Call: Housel, Boyle, Cioni, Valentine, Gleba, Higgins, McDonald

Ayes: 7, Nays: 0  
Motion Carried

#### ORDINANCE 9-2010

#### Chapter A96, CABLE TELEVISION FRANCHISE

#### GENERAL REFERENCES

Streets and sidewalks -- See Ch. 75.

#### § A96-1. Purpose.

The Borough hereby grants to Comcast of Northwest New Jersey, LLC., renewal of its nonexclusive municipal consent to place in, upon, across, above, over and under highways, streets, alleys, sidewalks, easements, public ways and public places in the Borough poles, wires, cables, underground conduits, manholes and other television conductors, fixtures, apparatus and equipment as may be necessary for the construction, operation and maintenance in the Borough of a cable television and communications system.

#### § A96-2. Definitions.

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. Such meaning or definition of terms is supplemental to those definitions of the Federal Communications Commission (FCC) rules and regulations, 47 C.F.R. Subsection 76.1 et seq., and the Cable Communications Policy Act, 47 U.S.C. Section 521 et seq., as amended, and the Cable Television Act, N.J.S.A. 48:5A-1 et seq., and shall in no way be construed to broaden, alter or conflict with the federal and state definitions:

ACT OR CABLE TELEVISION ACT -- Chapter 186 of the General Laws of New Jersey, and subsequent amendments thereto, N.J.S.A. 48:5A-1 et seq.

BASIC CABLE SERVICE -- Any service tier which includes the retransmission of local television broadcast signals as defined by the FCC.

BOARD OR BPU -- The Board of Public Utilities, State of New Jersey.

COMPANY -- The grantee of rights under this ordinance and is known as "Comcast of Northwest New Jersey, LLC."

FCC -- The Federal Communications Commission.

MUNICIPALITY OR BOROUGH -- The Borough of Washington, County of Warren, State of New Jersey.

OFFICE OR OCTV -- The Office of Cable Television of the Board.

§ A96-3. Statement of findings.

Public hearings conducted by the Borough concerning the renewal of municipal consent herein granted to the company were held after proper public notice pursuant to the terms and conditions of the Act and the regulations of the Board adopted pursuant thereto. Said hearings, having been fully open to the public, and the Borough, having received at said public hearings all comments regarding the qualifications of the company to receive this renewal of municipal consent, the Borough hereby finds that the company possesses the necessary legal, technical, character, financial and other qualifications and that the company's operating and construction arrangements are adequate and feasible.

§ A96-4. Duration of franchise.

A. The nonexclusive municipal consent granted herein shall expire 15 years from the date of expiration of the previous certificate of approval issued by the Board.

B. In the event that the municipality shall find that the company has not substantially complied with the material terms and conditions of this ordinance, the municipality shall have the right to petition the OCTV for appropriate action, including modification and/or termination of the certificate of approval; provided, however, that the municipality shall first have given the company written notice of all alleged instances of noncompliance and an opportunity to cure same within 90 days of that notification.

§ A96-5. Franchise fee.

Pursuant to the terms and conditions of the Act, the company shall, during each year of operation under the consent granted herein, pay to the Borough 2% of the gross revenues from all recurring charges in the nature of subscription fees paid by subscribers for cable television reception service in the Borough or any higher amount required by the Act or otherwise allowable by law, whichever is greater.

§ A96-6. Franchise territory.

The consent granted under this ordinance to the renewal of the franchise shall apply to the entirety of the Borough and any property subsequently annexed hereto.

§ A96-7. Extension of service.

The Company shall be required to proffer service to any residence or business along any public right-of-way in the Primary Service Area, as set forth in the Company's Application. The Company's Line Extension Policy, as set forth in the Company's Application, shall govern any extension of plant beyond the Primary Service Area.

§ A96-8. Construction requirements.

A. Restoration. In the event that the company or its agents shall disturb any pavement, street surfaces, sidewalks, driveways, or other surface in the natural topography, the company shall, at its sole expense, restore and replace such places or things so disturbed in as good a condition as existed prior to the commencement of said work.

B. Relocation. If at any time during the period of this consent the municipality shall alter or change the grade of any street, alley or other way or place, the company, upon reasonable notice by the municipality, shall remove, relay or relocate its equipment at the expense of the company.

C. Temporary removal of cables. The company shall, upon request of the municipality at the company's expense, temporarily raise, lower, or remove its lines in order to facilitate the moving of buildings or machinery or in other like circumstances. Whenever the request is made by, for, or on behalf of private parties, the cost will be borne by those same parties.

D. Removal or trimming of trees. During the exercise of its rights and privileges under this franchise, the company shall have the authority to trim trees upon and overhanging streets, alleys, sidewalks or other public places of the municipality so as to prevent the branches of such trees from coming in contact with the wires and cable of the company. Such trimming shall be only to the extent necessary to maintain proper clearance of the company's wire and cables.

§ A96-9. Customer service.

In providing services to its customers, the company shall comply with N.J.A.C. 14:18-1 et seq. and all applicable state and federal statutes and regulations. The company shall strive to meet or exceed all voluntary company and industry standards in the delivery of customer service and shall be prepared to report on it to the community upon written request of the Borough Manager or Clerk.

A. The company shall comply fully with all applicable state and federal statutes and regulations regarding credits for outages, the reporting of same to regulatory agencies and notification of same to customers.

B. The company shall comply fully with all applicable state and federal statutes and regulations regarding the availability of devices for the hearing impaired and the notification of same to customers.

C. The company shall use every effort to meet or exceed voluntary standards for telephone accessibility developed by the National Cable Television Association (NCTA). Those standards shall include, but not be limited to, the goal of answering 80% of incoming telephone calls within 30 seconds.

D. Nothing herein shall impair the right of any subscriber or the municipality to express any comment with respect to telephone accessibility to the complaint officer or impair the right of the complaint officer to take any action that is appropriate under law.

E. The company is permitted, but is not required to, charge a late fee consistent with applicable state and federal statutes and regulations.

§ A96-10. Municipal complaint officer.

The Office of Cable Television is hereby designated as the complaint officer for the municipality pursuant to N.J.S.A. 48:5A-26b. All complaints shall be received and processed in accordance with N.J.A.C. 14:17-6.5. The municipality shall have the right to request copies of records and reports pertaining to complaints by Borough customers from the OCTV.

§ A96-11. Local office.

A. During the term of this franchise, and any renewal thereof, the company shall maintain a local business office or agent for the purpose of receiving, investigating and resolving all complaints regarding the quality of service, equipment malfunctions and similar matters. Such local business office shall be open during normal business hours and in no event less than 9:00 a.m. to 5:00 p.m., Monday through Friday. Telephone access and response for such purposes as mentioned herein will be provided by the company's employees, representatives or agents 24 hours per day.

B. The telephone number and address of the local office shall be listed in applicable telephone directories and in correspondence from the company to the customer. The telephone number for the local office shall utilize an exchange that is a non-toll call for Borough residents.

§ A96-12. Performance bonds.

During the life of the franchise, the company shall give to the municipality a bond in the amount of \$25,000. Such bond shall be to insure the faithful performance of all undertakings of the company as represented in its application for municipal consent incorporated herein.

A96-13. Subscriber rates.

The rates of the company shall be subject to regulation as permitted by federal and state law.

§ A96-14. Public, educational and governmental access.

A. The company shall continue to provide residents with system-wide public access opportunities on a channel maintained by the company. Qualified individuals and organizations may utilize public access for the purpose of cablecasting noncommercial access programming in conformance with the company's published public access rules.

B. The company shall continue to provide system-wide leased or commercial access channel opportunities on a channel maintained by the company for the purpose of cablecasting

commercial access programming in conformance with the company's guideline and applicable state and federal statutes and regulations.

C. The company shall take any steps that are necessary to ensure that the signals originated on the access channels are carried without material degradation, and with a signal whose quality is equal to that of the other channels that the company transmits.

§ A96-15. Commitments by company.

A. Company representatives shall appear at least once annually, upon reasonable written request of the Borough, at a public hearing of the governing body or before the Borough's Cable Television Advisory Committee, to discuss matters pertaining to the provision of cable service to residents of the Borough and other related issues as the Borough and company may see fit.

B. The company shall continue to provide a free standard cable installation with free basic service to each current and future elementary, middle, and secondary school classroom in the Borough provided the school is within 200 feet of active cable distribution plant. Each additional outlet installed, if any, shall be paid for on a materials and equipment, plus labor basis by the school requesting service. Monthly service charges shall be waived on all additional outlets.

The company shall provide one free non-networked internet connection and service via high-speed cable modem to the public library and all elementary, middle, and secondary school libraries and computer labs, connections are to be accessible for student use and cannot be restricted to administrative use. All facilities must be located within 200 feet of active cable distribution plant.

C. The company shall provide one free standard installation with free basic service to the Municipal Building and each Fire Department, First Aid Squad, Library, Special Improvement District (S.I. D.) main office and Public Works building, as well as any other municipal owned building that is located in or may be constructed within the Borough throughout the duration of this agreement, provided that each facility is located within 200 feet of active cable distribution plant. Each additional outlet installed, if any, shall be paid for on a materials and equipment, plus labor basis by the Municipality. Monthly service charges shall be waived on all additional outlets.

D. Within 12 months of the issuance of a Certificate of Approval (COA) by the Office of Cable Television, the company shall provide to the municipality a one-time grant of \$25,000 for access support.

§ A96-16. Emergency uses.

A. The company shall be required to fully comply with all applicable federal and state statutes and regulations rules and regulations governing the implementation, operation and testing of the emergency alert system (EAS).

B. The company shall in no way be held liable for any injury suffered by the municipality or any other person, during an emergency, if for any reason the municipality is unable to make full use of the cable television system as contemplated herein.

§ A96-17. Liability insurance.

The company shall at all times maintain a comprehensive general liability insurance policy with a single limit amount of \$1,000,000 covering liability for any death, personal injury, property damages or other liability arising out of its construction and operation of the cable television system and an excess liability (or "umbrella") policy in the amount of \$5,000,000.00

§ A96-18. Incorporation of application.

All of the commitments and statements contained in the application and any amendment thereto submitted in writing to the municipality by the company, except as modified herein, are binding upon the company as terms and conditions of this municipal consent. The application and any other relevant writings submitted by the company shall be considered a part of this ordinance and made a part hereof by reference as long as it does not conflict with state or federal law. All ordinances or parts of ordinances or other agreements between the Borough and the company that are in conflict with the provisions of this agreement are hereby declared invalid and superseded.

§ A96-19. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court or federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and its validity or unconstitutionality shall not affect the validity of the remaining portions of the ordinance.

§ A96-20. When effective.

This ordinance shall take effect immediately upon issuance of a renewal certificate of approval from the BPU.

Ordinance 10-2010 – An Ordinance to Amend Chapter 94 –Zoning - Land Development of the Borough of Washington (INTRODUCTION)

Mayor McDonald entertained a motion to introduce Ordinance #10-2010.

Ordinance 10-2010 was introduced by Councilman Housel, seconded by Councilman Cioni.

It was further moved by Housel, seconded by Cioni that the Clerk read Ordinance #10-2010 by title only.

Roll Call: Boyle, Gleba, Housel, Cioni, Valentine, McDonald, Higgins

Ayes: 7, Nays: 0  
Abstain: 0

Motion Carried

The Clerk read Ordinance #10-2010 entitled, "An Ordinance to Amend Chapter 94 – Zoning – Land Development of the Borough of Washington"

Motion made by Housel, seconded by Cioni to adopt Ordinance 10-2010 on first reading.

Roll Call: Boyle, Gleba, Housel, Cioni, Valentine, McDonald, Higgins

Ayes: 7, Nays: 0

Abstain: 0

Motion Carried

#### **Collection of Municipal Garbage Referendum Discussion**

Attorney Cushing explained that the Governing Body expressed a desire to have the possible privatization of Municipal Garbage Collection presented to the voters as either a non-binding referendum or a binding referendum at the next General Election. Two Ordinances have been prepared for Council's consideration; one a non-binding referendum question, the other a binding. If Council decides to move forward with the binding Ordinance, the Governing Body must carry it out and the Ordinance will remain in effect for three years.

Attorney Cushing noted the tight time schedule as well. One of the two Ordinances must be adopted this evening, and public hearing/adoption must be held on August 17 in order to meet the County deadline. An emergency resolution waiving the 20 day mandatory waiting period after adoption must be passed as well.

Councilman Higgins asked if this is a requirement to have this done by Ordinance. Attorney Cushing stated yes it is required by state statute.

Council concurred to consider the non-binding referendum Ordinance on privatization of municipal garbage collection.

Ordinance 11-2010 – "An Ordinance Authorizing a Non-Binding Referendum on Whether Collection of Garbage Should Remain a Municipal Service." (Introduction)

Mayor McDonald entertained a motion to introduce Ordinance #11-2010.



Ordinance 11-2010 was introduced by Councilman Cioni, seconded by Councilman Housel.

It was further moved by Cioni, seconded by Housel that the Clerk read Ordinance #11-2010 by title only.

Roll Call: Boyle, Gleba, Housel, Cioni, Valentine, McDonald, Higgins

Ayes: 7, Nays: 0

Abstain: 0

Motion Carried

The Clerk read Ordinance #11-2010 entitled, "An Ordinance Authorizing a Non-Binding Referendum on Whether Collection of Garbage Should Remain a Municipal Service"

Motion made by Higgins, seconded by Cioni to adopt Ordinance 11-2010 on first reading.

Roll Call: Boyle, Gleba, Housel, Cioni, Valentine, McDonald, Higgins

Ayes: 7, Nays: 0

Abstain: 0

Motion Carried

### **REPORTS:**

Motion made by Cioni, seconded by Valentine to receive and file the following reports:

Issues and Details  
Managers Reports  
Municipal Court  
CFO Report  
OEM Report  
Tax Collector's Report

Councilman Higgins noted there is no Recreation revenue on the Tax Collectors report. Manager Phelan stated he will need to check the previous months report. Councilman Higgins asked if the user fees for recreation programs will be used to reimburse the Borough. Manager Phelan stated the revenue they receive comes in as revenue for

recreation. They are able to spend that money as long as it is for a recreation program. Councilman Higgins asked if the current fund would need to be reimbursed, Manager Phelan stated no.

Councilman Cioni noted the OEM Quarterly report is excellent.

### **COMMITTEE REPORTS:**

**DPW:** No Report

**Streets Committee:** No Report

**Finance Committee:** No Report

**Shared Services Committee:** Councilman Boyle stated Belvidere is having a meeting to discuss the garbage services they may offer the Borough. He is hoping to have more information at the next meeting.

**Senior Services:** No Report

**Website Committee:** Councilman Cioni stated the Shade Tree Commission will be re-doing their webpage.

**Sewer:** No Report

**Park Committee:** No Report

**Grant Committee:** Councilwoman Gleba stated the committee will be meeting next Wednesday. In addition to the park grant, the committee will be reviewing a grant for Beethoven Avenue. The estimate for Beethoven Avenue is \$127,000. The committee would like to apply for a DOT grant of \$100,000 with \$27,000 coming out of capital funds. This would be presented to Council if the committee decides to move forward.

### **OLD BUSINESS:**

#### **Court Agreement Discussion**

Manager Phelan stated there is a \$55,000 to \$65,000 savings per year, pro-rated for this year, if Council decides to move forward with the Shared Service Agreement. Many security upgrades would have to be done to this court room. The costs associated with the shared court also falls outside the budget cap. A downside is, people will have to travel to Mansfield for Court. Manager Phelan also noted that if the Borough claims drop 50%, the Borough will reap the first savings.

Councilman Higgins asked if the Borough is responsible for the Judge's contract. He currently has a three year contract. Manager Phelan stated no, the Borough is appointing a Judge and he is getting paid by Mansfield Township. Mayor McDonald asked what would happen if Mansfield appoints another Judge, is the Borough in violation of his contract then? Manager Phelan stated this current contract supercedes the previous contract with the Judge. Councilman Cioni asked if the Borough could get something in writing from the Judge. Councilwoman Gleba noted Council should end the current Judge's contract. Manager Phelan will discuss this issue with the Judge.

**Approval of Shared Service Agreement for Shared Municipal Court among Townships of Washington, Oxford, Mansfield, and the Borough of Washington.**

Motion made by Cioni, seconded by Valentine to approve the Shared Service Agreement for Shared Municipal Courts among Townships of Washington, Oxford, Mansfield, and the Borough of Washington.

Roll Call: Cioni, Valentine, Gleba, Housel, McDonald, Boyle – Yes  
Higgins – No

Ayes: 6, Nays: 1 (Higgins)  
Motion Carried

**SHARED SERVICES AGREEMENT FOR A  
SHARED MUNICIPAL COURT AMONG THE  
TOWNSHIPS OF WASHINGTON, OXFORD  
AND MANSFIELD AND THE BOROUGH OF  
WASHINGTON**

THIS AGREEMENT, made this 20 day of July \_\_\_\_\_ 2010,  
among

THE TOWNSHIP OF WASHINGTON, a municipal corporation in the County of Warren, State of New Jersey, having its principal offices at 211 Route 31 North, Washington, New Jersey, 07882, (hereinafter referred to as "Recipient A"); and

THE TOWNSHIP OF OXFORD a municipal corporation in the County of Warren, State of New Jersey, having its principal offices at 11 Green St., Oxford, New Jersey, 07863 (hereinafter referred to as "Recipient B"); and

THE BOROUGH OF WASHINGTON a municipal corporation in the County of Warren, State of New Jersey having its principal offices at 100 Belvidere Ave., Washington, New Jersey, 07882 (hereinafter referred to as "Recipient C"); and

THE TOWNSHIP OF MANSFIELD, a municipal corporation in the County of Warren, State of New Jersey having its principal offices at 100 Port Murray Rd., Port Murray, NJ 07865, (hereinafter referred to as "Provider");

WITNESSETH:

**WHEREAS**, an agreement providing for shared services among municipalities is permitted under *N.J.S.A. 40A:65-1 et seq.*, the "Uniform Shared Services and Consolidation Act"; and

**WHEREAS**, *N.J.S.A. 2B:12-1(c)* provides that two or more municipalities may agree to provide jointly for courtrooms, chambers, equipment, supplies and employees for their municipal courts and agree to appoint judges and administrators without establishing a joint municipal court; and

**WHEREAS**, *N.J.S.A. 2B:12-1(c)* further provides that where municipal courts share facilities, the identities of the individual courts shall continue to be expressed in the captions of orders and process; and

**WHEREAS**, the parties desire to share municipal court services and to set forth the administrative and financial responsibilities of each party for the shared court services; and

**WHEREAS**, the shared court is subject to approval by the Administrative Office of the Courts and the Vicinage Assignment Judge;

**NOW, THEREFORE, IN CONSIDERATION** of the promises, covenants, terms and conditions set forth, it is mutually **AGREED** as follows:

I. SERVICES TO BE PROVIDED

A. Provider agrees to provide those facilities and services necessary for the operation of a Municipal Court including but not limited to a courtroom, chambers, office space, equipment, supplies and employees, to serve as each Recipient's Municipal Court. Each Recipient shall provide Provider with quarterly compensation for this shared service as provided in section IV below.

At the inception of this Agreement, the Provider will staff the Shared Municipal Court with the following employees:

- One (1) Municipal Court Judge
- One (1) Municipal Court Administrator (Full-Time)
- Two (2) Deputy Municipal Court Administrators (Full -Time)
- Two (2) Violations Clerks (Part-Time, Not to Exceed 16 hours/week)

NOTE: In accordance with Section I.F below, each party is responsible for the appointment of its own Municipal Public Defender and Municipal Prosecutor for its Municipal Court.

Throughout the term of this Agreement, if the combined caseload between the Provider, Recipient A, B, & C should increase or decrease, the staffing levels may be adjusted accordingly with prior approval from the Assignment Judge.

B. Provider shall appoint and employ all court personnel, including the Shared Municipal Court Judge, Court Administrator, Deputy Court Administrator, Prosecutor, and security personnel each of whom shall provide their services for each respective Municipal Court. Pursuant to N.J.S.A. 40A:65-11, Recipient C has prepared an Employee Reconciliation Plan and filed the Plan with the Civil Service Commission. A copy of the Employee Reconciliation Plan is attached to this Agreement. No other party to this Agreement has employees who will be affected by the terms of this Agreement.

C. Provider shall ensure that the compensation of the Shared Municipal Court Judge, Court Administrator, Deputy Court Administrator and Prosecutor, and all other personnel shall be fixed by a salary ordinance, professional services contract or collective bargaining agreement in accordance with all applicable federal, state and local laws, regulations or ordinances governing such matters.

D. Except as provided in paragraph G below, the Recipients shall appoint to serve as Judge, Court Administrator, Deputy Court Administrator and Prosecutor of their own municipal courts the Judge, Court Administrator, Deputy Administrator and Prosecutor appointed by Provider. Should there be a change in any of these positions, a committee of two members of each municipality's governing body and the Judge and/or the Court Administrator will conduct interviews and make hiring recommendations to Provider.

E. The parties agree that the Shared Municipal Court, the Municipal Court Judge and other court personnel shall have and exercise all functions, powers, duties, and jurisdiction of a municipal court prescribed by *N.J.S.A. 2B:12-1 et seq.* Provider shall ensure that all standards are met by its appointees and/or employees regarding the level and quality of performances required of each such appointee and/or employee.

F. Each party to this Agreement shall appoint its own Public Defender for its municipal court.

G. For 2010 only, Recipient C shall continue to use the municipal prosecutor it appointed for the year. For succeeding years of this Agreement, Recipient C shall appoint as its municipal prosecutor the Prosecutor appointed by Provider.

H. . If there is any future reduction in court staff for the Shared Municipal Court, the first \$40,735 of savings shall be deducted from Recipient C's share of the salaries and wages associated with the Shared Municipal Court to be paid to Provider

as set forth in paragraph IV.A. below as the full cost of an additional full-time Deputy Court Administrator to be hired by Provider has been included in Recipient C's share of those expenses.

I. The Provider shall ensure that sufficient office space is made available for all Municipal Court staff outlined in Section I.A. above. Additionally, the Provider shall ensure that a secure location is provided for storage of Municipal Court records for the Provider, Recipient A, B, & C alike. Said storage location shall only be accessible by authorized Municipal Court personnel.

## II. LOCATION AND OPERATION OF COURT

A. The day-to-day operations, record keeping and administrative functions of the Court will be conducted at 100 Port Murray Rd., Port Murray, NJ 07865, in the facilities of the Provider.

B. The proceedings of the Court shall be held in the facilities of the Provider at 100 Port Murray Rd., Port Murray, NJ 07865. Pursuant to Court Rule 1:30-3, Shared Municipal Court sessions and the Court Office hours shall be established by the Municipal Court Judge, with approval from the Presiding Judge, Assignment Judge and Administrative Director of the Courts.

C. The identity of each municipal court shall continue to be shown in the captions of orders and process. Each party's records, revenues, fees and fines shall be administered, reported, deposited and audited separately. Provider shall determine the appropriate signs for the Shared Municipal Court. Provider shall provide appropriate stationery for each municipal court.

## III. SECURITY

Provider will be responsible for implementing a security plan for the Shared Court that is in compliance with Administrative Directive #15-06, Appendix K, Statewide Model Municipal Security Plan.

## IV. PAYMENT BY RECIPIENTS

A. Each Recipient shall reimburse Provider for salaries and wages associated with the Shared Municipal Court in the amount of the annual sums listed below. Payment shall be made in four quarterly installments. Bills and vouchers will be submitted by the Provider to each Recipient quarterly before the 15<sup>th</sup> day of March, June, September and December. The bills will be paid by the Recipient before the last business day of the aforementioned months.

Salaries & Wages				
	2010	2011	2012	2013
Provider	\$101,207	\$105,131	\$108,811	\$112,619

Recipient A	\$76,739	\$79,715	\$82,505	\$85,393
Recipient B	\$44,487	\$46,212	\$47,829	\$49,503
Recipient C	\$138,222	\$155,791	\$161,068	\$166,531
Subtotal	\$360,656	\$386,849	\$400,213	\$414,046

- B. Each Recipient shall reimburse Provider for other expenses associated with the Shared Municipal Court in the amount of the annual sums listed below. Payment shall be made in four quarterly installments. Bills and vouchers will be submitted by the Provider to each Recipient quarterly before the 15<sup>th</sup> day of March, June, September and December. The bills will be paid by the Recipient before the last business day of the aforementioned months.

Other Expenses				
	2010	2011	2012	2013
Provider	\$8,725	\$6,310	\$6,531	\$6,760
Recipient A	\$6,616	\$4,785	\$4,952	\$5,126
Recipient B	\$3,835	\$2,774	\$2,871	\$2,971
Recipient C	\$9,445	\$6,831	\$7,070	\$7,318
Subtotal	\$28,621	\$20,700	\$21,424	\$22,175

NOTE: Initial "start-up costs" in the amount of \$7,921 have been allocated in the first-year Other Expenses. Said expenses are proportionally divided among Provider, Recipient A, B, & C.

#### V. DISTRIBUTION OF REVENUE

A. Beginning on the effective date of this Agreement, Provider, pursuant to state law, shall collect for each Recipient fines, court costs, and any other revenue ("Court Related Revenue") attributable to that Recipient's municipal court. Receipts of Court Related Revenue shall be recorded by Provider's court personnel in accordance with applicable federal, state, local, and Administrative Office of the Courts ("AOC") laws, standards or guidelines. The Court Administrator and each member of the Shared Court will execute all necessary documentation to establish respective bank accounts.

B. Monthly Court Related Revenue shall be distributed to each Recipient's Chief Financial Officer at the end of each month along with a report identifying the sources of that month's distribution.

#### VI. REPORTING

By the 15<sup>th</sup> day following the close of each month the Court shall distribute to the participants' governing bodies and their Chief Financial Officers a report containing at least the following information:

- Number of court cases originating from the Provider, Recipient A, Recipient B and Recipient C, broken down by motor vehicle violations, ordinance violations and other;

- Number of tickets/summons processed for the Provider, Recipient A, Recipient B and Recipient C;
- Funds transferred to the State of New Jersey;
- Funds transferred to Warren County;
- Fine revenue for the Provider, Recipient A, Recipient B and Recipient C;
- All other court revenue including court costs and interest, for the Provider, Recipient A, Recipient B and Recipient C.

## VII. BOOKS AND AUDITS

The Court Administrator shall keep separate records and bank accounts for Provider and each Recipient. Provider shall arrange and pay for a yearly audit of the books of the Mansfield Township Municipal Court, and each Recipient shall arrange and pay for a yearly audit of the books of its municipal court, which audits shall be prepared generally in accordance with the requirements of the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 *et seq.* Full accounting records of the previous year's Shared Municipal Court operations shall be made available no later than Jan. 30<sup>th</sup> of each year.

## VIII. RECORDS

A. Each party's court records shall be maintained separately. All records are confidential unless otherwise determined by State law, and access will only be given to authorized Court staff or AOC personnel in accordance with applicable State laws or AOC guidelines.

B. Each Recipient shall transfer or deliver to Provider all its Summonses, Tickets, or Citations arising on or after the effective date of this Shared Services Agreement to be adjudicated by the Shared Municipal Court.

## IX. INSURANCE & INDEMNIFICATION

A. Insurance coverage shall be obtained by Provider that protects the Shared Municipal Court and its personnel from claims against them arising out of bodily injury, property damage, personal injury, or civil rights violations, and such other coverage as may be necessary, without regard to whether the claim is attributable to Provider's cases or Recipients' cases. All Shared Municipal Court employees will be considered employees of Provider for the purposes of Worker's Compensation. Provider shall continue to provide liability insurance which protects Provider's employees and/or facilities

B. The parties to this Agreement recognize that the Shared Municipal Court employees are exclusively Provider's employees. Provider shall cover the cost of claims made by or against Shared Municipal Court employees and security personnel, including court costs and reasonable attorney's fees in defense of any and all claims against the employee, arising out of any act or omission of the employee, including



but not limited to Workers Compensation claims, claims under the New Jersey Tort Claims Act, and State and Federal Civil Rights actions.

C. Each Recipient shall obtain any statutory bond required for its municipal court Judge, Administrator and Deputy Administrator.

X. TERM OF AGREEMENT

This Shared Services Agreement shall commence October 1, 2010, subject to approval by the Assignment Judge, and terminate December 31, 2013.

XI. EARLY TERMINATION

Any Recipients may terminate their participation in the agreement prior to the end of the term with no financial penalty being imposed, provided that (1) written notice of termination is given to all parties six (6) months in advance of the termination date; and (2) the termination date shall be no earlier than Dec. 31, 2012.

The Provider reserves the right to terminate the agreement in its entirety upon five (5) months notification to all Recipients with no financial penalty being imposed, no earlier than Dec. 31, 2012.

XII. ADDITIONAL PARTIES

No other municipalities shall be added to this agreement without the consent of all parties.

XIII. UNIFORM SHARED SERVICES AND CONSOLIDATION ACT

The governing bodies of Provider and the Recipients are authorized to enter into this Agreement with each other pursuant to the Uniform Shared Services and Consolidation Act, *N.J.S.A.* 40A:65-1 *et seq.* in accordance with the terms of that Act.

XIV. MISCELLANEOUS PROVISIONS

A. Whenever, pursuant to the terms of this Agreement, written notice is required or permitted to be given by one party to the other party, such notice shall be deemed to have been sufficiently given if personally delivered to the appropriate Municipal Clerk or if mailed by way of certified or registered mail, return receipt requested, and addressed to the party to whom notice is to be given, as set forth below:

Provider: Clerk of Township of Mansfield  
100 Port Murray Road  
Port Murray, New Jersey 07865

Recipient A: Clerk of Township of Washington  
211 Route 31 North  
Washington, New Jersey 07882

Recipient B: Clerk of Township of Oxford  
11 Green Street  
Oxford, New Jersey 07863

Recipient C: Clerk of Borough of Washington  
100 Belvidere Avenue  
Washington, New Jersey 07882

B. In the event that any court of competent jurisdiction shall declare any section of this Agreement invalid for any reason, all other sections of the Agreement shall remain in full force and effect.

C. This Agreement may be amended, only in writing, with the consent of all parties.

#### **XV. COMPLETE AGREEMENT**

This Agreement contains the complete understanding as to the operation of the Shared Municipal Court among the parties to this Agreement and no other promises or agreements shall be binding unless signed by the parties. In signing this Agreement, the parties are not relying on any fact, statement or assumption not set forth in this Agreement. By signing below, the parties indicate that they have carefully read and understand the terms of this Agreement, enter into this Agreement knowingly, voluntarily and of their own free will, understand its terms and significance and intend to abide by its provisions without exception.

**IN WITNESS WHEREOF**, the Borough of Washington, the Township of Oxford, the Township of Washington and the Township of Mansfield have caused these presents to be signed and attested to by their respective officers and their respective seals to be affixed hereto the day and year first above written.

#### **NEW BUSINESS**

##### **Resolution 145-2010 To Refund Tax Monies per Tax Court Appeal**

Resolution 145-2010 was moved on a motion by Cioni, seconded by Valentine and adopted.

Roll Call: Cioni, Valentine, McDonald, Housel, Gleba, Higgins, Boyle

Ayes: 7, Nays: 0  
Motion Carried

#### **RESOLUTION #145-2010**

#### **A RESOLUTION TO REFUND TAX MONIES PER TAX COURT APPEAL**

WHEREAS, the Tax Collector has received a Tax Court Judgment for the year 2008 and 2009 for the property listed below:

LOCKLOT	NAME OF OWNER/ PROPERTY LOCATION	YEAR	AMOUNT
80	12	Washington Norse, LLC	2008 Taxes 8,000.97
		7 Railroad Avenue	2009 Taxes 12,975.08
		TOTAL	20,976.05

Refund payable to: Washington Norse LLC, c/o Skoloff & Wolfe, PC, Eisenhower Parkway, Livingston, NJ 07039.

WHEREAS, due to the Tax Court Judgment Docket #007121-2008, the assessed value for the improvements has been reduced from 1,253,700 to 1,061,600 which changes the amount of taxes due thus creating this overpayment.

WHEREAS, due to the Tax Court Judgment Docket #004345-2009, the assessed value for the improvements has been reduced from 1,253,700 to 961,600 which changes the amount of taxes due thus creating this overpayment.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey, to hereby authorize the Tax Collector and Treasurer to refund the above tax overpayment.

**Resolution 147-2010 Amending Resolution 88-2010 Which Memorialized Recreation Fees for 2010**

Resolution 147-2010 was moved on a motion made by Valentine, seconded by Cioni and adopted.

Roll Call: Cioni, Valentine, McDonald, Housel, Gleba, Higgins, Boyle

Ayes: 7, Nays: 0  
Motion Carried

**RESOLUTION NO. 147-2010**

**RESOLUTION AMENDING RESOLUTION 88-2010 WHICH MEMORIALIZED RECREATION FEES FOR 2010**

WHEREAS, Resolution 88-2010 was adopted on April 20, 2010 in order to establish recreation fees for park and pool activities for 2010; and

WHEREAS, the Mayor and Council have decided to amend several of the fees

associated with the Borough Pool for 2010 as follows:

**Pool Membership (Season Passes)**

Borough Residents: Family - \$148.75; Individual - \$85; Senior – Free

Non-Residents: Family - \$225.25; Individual - \$127.50; Senior - \$42.50

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey, that the 2010 Recreation Fee schedule is hereby amended as stated above effective immediately.

**BE IT FURTHER RESOLVED**, that any pool patron that has previously purchased a 2010 season pass for the pool promptly be reimbursed for the difference between the original and amended fee.

**BE IT FURTHER RESOLVED**, that certified copies of this resolution are forwarded to the Chief Financial Officer.

**Resolution 148-2010 Adjust Sewer Billing**

Resolution 148-2010 was moved on a motion made by Valentine, seconded by Cioni and adopted.

Roll Call: Cioni, Valentine, McDonald, Housel, Gleba, Higgins, Boyle

Ayes: 7, Nays: 0

Motion Carried

**RESOLUTION # 148-2010**

**A RESOLUTION TO ADJUST SEWER BILLINGS IN  
ACCORDANCE WITH CHAPTER 70, SECTION 28B OF  
THE CODE OF THE BOROUGH OF WASHINGTON.**

WHEREAS, the Borough of Washington commenced operations of a municipal sewer utility in January of 1999; and

WHEREAS, certain facts have come to the attention of the Borough to justify modification of sewer service charges which have been reviewed by the Borough Manager; and

WHEREAS, notice has been provided to the owner(s) of the property or properties listed below of the action proposed to be taken with the date, time and place where the Mayor and Council will meet to consider change(s) in the E.D.U.'s assigned to the property or properties listed below; and

WHEREAS, all parties affected by this resolution will be notified of the action taken, in writing, and notified of an opportunity to appear, in person, at a formal hearing of the governing body, if dissatisfied with the decisions made herein.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the following changes in the sewer service charge(s) are approved:

BLOCK/LOT	NAME/ADDRESS	REASON/ADJUSTMENT
11/2	Michelle Warnick 25 State Street Washington, NJ 07882	Change in Use (2) to (1) E.D.U. Effective: July 2010

BE IT FURTHER RESOLVED that the Borough Clerk be directed to send a certified copy of this resolution to all parties affected by this resolution and advise them of their right to protest the decision and request a formal hearing before the governing body, as provided in Chapter 70, Section 13. If no protest is filed, the decisions contained herein shall be considered final.

### **VOUCHERS**

Motion made by Housel, seconded by Valentine to approve the claims and vouchers in the amount of \$198,925.70.

Councilman Higgins asked if the charge for Hueyer Gruel for Planning Board is an escrow charge. Manager Phelan stated yes. Councilman Cioni noted the reimbursements for the pool memberships only totaled \$1,722.75 vs. the original estimate of \$2,200.00.

Ayes: 6 Nays: 0  
Abstain: 1 (Gleba)  
Motion Carried

Mayor McDonald abstained from the reimbursement for his family pool membership.

Councilman Higgins abstained from payments for the Fire Department.

## **RECAP**

Manager Phelan will work with the Street Committee, Borough Attorney, and Police Department regarding the proposed Parking Lot Ordinance. He will also follow up with the Judge regarding his contract.

## **COUNCIL REMARKS**

Councilman Cioni suggested reducing the amount for the fire truck to \$6,000. Council agreed to accept bids on the fire truck with a minimum bid of \$6,000. Councilman Higgins suggested looking into selling the water buffalo as well. Manager Phelan will research this.

Councilman Housel noted the Emergency Squad goes on a staggering amount of calls. Kudos to them for all of the hard work they do.

Councilman Higgins asked if the Borough is in the process of repaying the inter-fund balance. Manager Phelan stated yes. Councilman Higgins also noted that there is a crack in the sidewalk going into the new parking lot at Midtown off of Church Street. The homeowner does not want to have to pay for repairs as the crack was done during construction of the Midtown building. Councilman Higgins also asked that the section of the codebook regarding Council voting be placed on the next agenda.

Councilman Boyle asked if the Manager had any more information regarding the parking complaint on Youmans Avenue. Manager Phelan stated he has reached out to the police but has not had a response yet. Councilman Boyle also suggested Council consider proposals for professional services for 2011 in September of this year. Positions should be the Attorney, Engineer, Auditor, and Public Defender.

At this time Councilman Boyle made a motion to approve the Borough Manager as Recreation Director until January 2011 he also motioned to have the Borough Manager attend Recreation Meetings, seconded by Councilman Higgins. Manager Phelan asked Council to discuss this in Executive Session.

Motion to enter Executive Session was made by Councilman Boyle, seconded by Councilman Higgins.

Ayes: 7, Nays: 0  
Motion Carried

## **EXECUTIVE SESSION**

### **RESOLUTION 146-2010**

### **RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act; *N.J.S.A. 10:4-6 et seq.*, declares it to be the public policy of the State to insure the right of citizens to have adequate advance

notice of and the right to attend meetings of public bodies at which business affecting the public is discussed or acted upon; and

**WHEREAS**, the Open Public Meetings Act also recognizes exceptions to the right of the public to attend portions of such meetings; and

**WHEREAS**, the Mayor and Council find it necessary to conduct an executive session closed to the public as permitted by the *N.J.S.A. 40:4-12*; and

**WHEREAS**, the Mayor and Council will reconvene in public session at the conclusion of the executive session;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, County of Warren, State of New Jersey that they will conduct an executive session to discuss the following topic(s) as permitted by *N.J.S.A. 40:4-12*:

\_\_\_\_\_ A matter which Federal Law, State Statute or Rule of Court requires be kept confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);

\_\_\_\_\_ A matter where the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ A matter whose disclosure would constitute an unwarranted invasion of individual privacy;

\_\_\_\_\_ A collective bargaining agreement, or the terms and conditions thereof (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ A matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed; Real Estate Acquisitions

\_\_\_\_\_ Tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Investigations of violations or possible violations of the law;

\_\_\_\_\_ Pending or anticipated litigation or contract negotiation in which the public body is or may become a party; (The general nature of the litigation or contract negotiations is: \_\_\_\_\_ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position in the litigation or negotiation; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.)

\_\_\_\_\_ Matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his or her ethical duties as

a lawyer; (The general nature of the matter is: \_\_\_\_\_ OR \_\_\_\_\_ the public disclosure of such information at this time would have a potentially negative impact on the municipality's position with respect to the matter being discussed; therefore this information will be withheld until such time as the matter is concluded or the potential for negative impact no longer exists.);

  X   Matters involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective or current public officer or employee of the public body, where all individual employees or appointees whose rights could be adversely affected have not requested in writing that the matter(s) be discussed at a public meeting; (The employee(s) and/or general nature of discussion is: OR Borough Manager\_ the public disclosure of such information at this time would violate the employee(s) privacy rights; therefore this information will be withheld until such time as the matter is concluded or the threat to privacy rights no longer exists.;

\_\_\_\_\_ Deliberation occurring after a public hearing that may result in the imposition of a specific civil penalty or loss of a license or permit;

**BE IT FURTHER RESOLVED** that the Mayor and Council hereby declare that their discussion of the subject(s) identified above may be made public at a time when the Borough Attorney advises them that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion. That time is currently estimated to be:   SIX MONTHS   estimated length of time) OR upon the occurrence of \_\_\_\_\_;

**BE IT FURTHER RESOLVED** that the Mayor and Council, for the reasons set forth above, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place.

Council re-entered regular session and a motion was made by Councilman Boyle to appoint the Borough Manager as Recreation Director until January of 2011, and have the Borough Manager attend one meeting a month of the Recreation Committee, seconded by Higgins. Mayor McDonald will reach out to the Recreation Chairman to see if the meeting could be moved to 6:30 to 7:30 on either the first or third Tuesday of the month.

Ayes: 6, Nays: 1 (McDonald)  
Motion Carried

Hearing no further business to come before Council, it was moved by Cioni, seconded by Valentine that the meeting be adjourned at 10:20 p.m.



Ayes: 7, Nays: 0.  
Motion carried.

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Mayor Scott McDonald

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Kristine Blanchard, RMC Borough Clerk



**Turn The Towns Teal, Inc.®**  
*An Awareness Campaign for Ovarian Cancer*

July 2010

Dear Mayor:

**September** has been designated as **National Ovarian Cancer Awareness Month**. **Turn The Towns Teal®** is a campaign to create awareness of ovarian cancer and its symptoms. This campaign was the inspiration of Gail MacNeil of Chatham, NJ, and it goes forward in her name and in her honor. It consists of volunteers tying ribbons (which are this year biodegradable & made in the USA!) primarily in town centers (rather than throughout the towns as we've done in the past) and providing stores, health clubs, beauty salons, etc. with symptom cards and information pertaining to ovarian cancer.

We are proud to announce that one of our partners in this campaign is the National Ovarian Cancer Coalition (NOCC). The NOCC's mission is to raise awareness and promote education about ovarian cancer. Their volunteers alongside ours will be spreading awareness throughout the United States.

Ovarian cancer is often referred to as "**The Silent Disease**" as its symptoms are often vague and subtle. There is **NO** early detection test for ovarian cancer which makes it even more critical that women become aware of the known symptoms. If detected in the early stages, the survival rate for ovarian cancer is 90 to 95% which is why this awareness campaign is so very critical.

I am asking you to grant permission for our volunteers to tie ribbons in the center of your town. If a shopping center is involved, we will, of course, ask permission of the center's owner. Additionally, we know that individuals are going to be tying ribbons on their mailboxes and sign posts on their own private property. For more impact, we're going to have lawn signs (similar to political signs) stating that September is Ovarian Cancer Awareness Month. The ribbon & sign campaign will begin on or about September 1st, and we'll be removing our materials on or about September 30, 2010.

Thanks to the support of mayors like you, we ARE saving lives through this campaign. We're now a 501 ( C ) (3) organization and entering the fourth year of our campaign. Individuals and organizations throughout the country are contacting us to be participants. We're looking forward to making this a national campaign.....again with the support of communities such as yours.

Your signature on the bottom of this letter will indicate your permission for our campaign. Kindly return the signed letter to us at PO Box 65, Brookside, NJ 07926 or email the signed letter back to us. If I can answer any questions, please email me at [turnthetownsteal@comcast.net](mailto:turnthetownsteal@comcast.net).

Most sincerely,

Jane B. MacNeil  
President

MAYOR

TOWN

STATE

P.O. Box 65, Brookside, NJ 07926  
[turnthetownsteal@comcast.net](mailto:turnthetownsteal@comcast.net)  
[www.turnthetownsteal.org](http://www.turnthetownsteal.org)

# Issues by Assigned To

Thursday, July 29, 2010  
10:59:23 AM

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Debbie Smolar						
Resolved		21-Jul-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	21-Jul-10
Issue Count: 0						
Status	Title	Due Date	Priority	Category	Opened By	Opened Date
John Burd						
Resolved		24-Jul-10	(2) Normal	Special Detail	Debbie Smolar	22-Jun-10
Resolved		28-Jul-10	(2) Normal	Grass cutting	Debbie Smolar	26-Jul-10
Active		30-Jul-10	(2) Normal	Grass cutting	Debbie Smolar	28-Jul-10
Resolved		30-Jul-10	(2) Normal	Special Detail	Debbie Smolar	26-Jul-10
Issue Count: 0						
Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Local Code I Official						
Resolved		01-Jul-10	(2) Normal	Grass cutting	Debbie Smolar	25-Jun-10
Active		16-Jul-10	(2) Normal	Mun.Serv Request W	Debbie Smolar	08-Jul-10
Resolved		17-Jul-10	(2) Normal	Grass cutting	Debbie Smolar	08-Jul-10
Resolved		26-Jul-10	(2) Normal	Weeds	Debbie Smolar	21-Jul-10
Resolved		27-Jul-10	(2) Normal	Grass cutting	Debbie Smolar	20-Jul-10

Issue Count: 0

Status	Title	Due Date	Priority	Category	Opened By	Opened Date
Rudy Beschere						
Active	Code Enforcement	26-May-10	(2) Normal	Code / Zoning	Debbie Smolar	24-May-10
Active	Road Dept. / Code Enforcement	26-May-10	(1) High	Trees	Debbie Smolar	24-May-10
Resolved	Zoning	08-Jun-10	(2) Normal	Code Violations	Debbie Smolar	04-Jun-10
Issue Count:						3

## Issues Details

Thursday, July 29, 2010

11:06:14 AM

### Issue 273 Road Dept. / Code Enforcement

<b>Assigned To:</b>	Rudy Bescherrer	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Trees
<b>Opened Date</b>	24-May-10	<b>Priority</b>	(1) High
		<b>Due Date</b>	5/26/2010

John, I received a Municipal Service Request from Mr. Chris Meola who resides at 32 Sunrise Terrace. He is requesting that the bush near the intersection of Rt. 57 and Flower Avenue either be trimmed or removed. It seems to be a safety issue involved. It is very difficult for someone going from Flower Ave onto Rt. 57.

Please advise the Manager's Office when this is done.

Thank you,  
Debbie

5/24/10 : Per John Burd this is a resident 's tree that is the cause. He can not do anything. This complaint is now going to Rudy (Code Enforcement). John called back address is 276 E. Washington Ave. corner house. I checked with Sue this is not a shade tree.

### Issue 275 Code Enforcement

<b>Assigned To:</b>	Rudy Bescherrer	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Code / Zoning
<b>Opened Date</b>	24-May-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	5/26/2010

Rudy, please call Desiree Rimback at 908-590-1801 on Wednesday, May 26 from 11:00 am on. She needs to know where the property begins and ends for parking. Her address is 14 N. Jackson Avenue (Block 26 Lot 6). There seems to be a dispute between her and her neighbor at 12 N. Jackson Avenue on parking issues.

Please advise the Manager's Office of the outcome.

Thank you,  
Debbie

**Issue 282 Zoning**

<b>Assigned To:</b>	Rudy Bescherer	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Code Violations
<b>Opened Date</b>	04-Jun-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	6/8/2010

Rudy, Mr. Donald Lazansky from Lenape Trail call to complain about the property just behind him at 46 Lenape Trail. It seems that the property is abandoned. The grass is very high with weeds. Mr. Lazansky 's phone number is 908-339-1336.

Please advise the Manager's Office when this is taken care of.

Thanks,  
Debbie

7/26/10 : Per John Burd this is done. The job took 3 hours and 2 men to complete.

**Issue 286**

<b>Assigned To:</b>	John Burd	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Special Detail
<b>Opened Date</b>	22-Jun-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/24/2010

John, please set up 4 barricades for a block party on July 27, 2010. The following areas need to be barricaded: Harding Drive at the cross street of Flower Ave. and Presidential Drive between 2pm and 9pm. A rain date is scheduled for August 7, 2010.

Please advise the Manager's office when this is done.

Thank you,  
Debbie

7/8/10: John the block party was moved up to July 24th with a rain date still on August 7, 2010.

**Issue 291**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Grass cutting
<b>Opened Date</b>	25-Jun-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/1/2010

I received a call from a resident who wishes to remain anonymous concerning a residential home 142 Belvidere Avenue that the grass is at least 6 inches high with a weeds.

I have notified Rich the Borough Manager of this matter.

Debbie Smolar

7/26/10: Per John Burd this is done. This job took 2 hours and 2 men to complete.

**Issue 295**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Grass cutting
<b>Opened Date</b>	08-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/17/2010

Rich, Wendy Pickett from 10 Flower Avenue called in to complained about a beauty salon 's located on Route 57 that their grass is very high. This is right next to her house. There are skunks living in the grass as well as a raccoon. She said it is tic invested. Her phone # 652-1738.

Debbie

7/26/10: This is private property which someone still lives there. This is a code enforcement issue.

**Issue 297**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Mun.Serv Request Website
<b>Opened Date</b>	08-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/16/2010

Rich, I received a Municipal Service Request from Mr. Beers from 52 South Lincoln Ave concerning a parking complaint. Evidently his neighbor at 24 Monroe Street is parking on the lawn and this is violation of the Borough Ordinance. He wants an official to give a give a warning to the new residents. His phone # 908-689-7641.

I have forwarded this e-mail to you.

Debbie

**Issue 298**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Grass cutting
<b>Opened Date</b>	20-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/27/2010

Rich, Mrs. Giovenco from 168 Belvidere Avenue came in and was complaining about the grass being very high at 162 Belvidere Ave. There is also weeds and poison ivy growing. The building is vacant. She is requesting that someone take care of this. Her phone number is 908-689-8491.

Debbie

7/26/10: Per John this is done. This job took 2 hours and 2 men to complete.

Also, John handled the weeds & grass complaint for 229 Belvidere Ave which took 2 hours and 2 men to complete.

**Issue 299**

<b>Assigned To:</b>	Local Code I Official	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Weeds
<b>Opened Date</b>	21-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/26/2010

Rich, I received a Municipal Service Request from Sally Spencer who resides at 188 West Washington Avenue. She is complaining about weeds and obnoxious growth on the alley behind 184 West Washington Ave that are half as tall as the stop sign.

Also, there is a pile of wood that animals are living in at the same location which is causing a health concern.

I forwarded this e-mail to Rich on July 21, 2010.

Debbie

7/26/10 : Per John Burd this is done. This job took 1 hour and 1 man to complete.

**Issue 300**

<b>Assigned To:</b>	Debbie Smolar	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Mun.Serv Request Website
<b>Opened Date</b>	21-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/21/2010

I received a Municipal Service Request from Timmy Van Deursen stating that the Washington Emergency Squad information needed to be updated on the website. I e-mailed Morris from City Connections to update the information as requested.

Debbie



**Issue 301**

<b>Assigned To:</b>	John Burd	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Special Detail
<b>Opened Date</b>	26-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/30/2010

John, please put a handicapped parking space in front of 49 State Street. See the attached ordinance for details.

Debbie

7/29/10: Per John Burd this complete.

**Issue 302**

<b>Assigned To:</b>	John Burd	<b>Status</b>	Resolved
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Grass cutting
<b>Opened Date</b>	26-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/28/2010

John, I was just notified by a resident that 96 Park Avenue has grass & weeds that are very high. This house is vacant at least 1 year. There is also poison ivy growing around the property.

Please advise the Manager's Office when this is done.

Thank you,  
Debbie

7/29/10 Per John Burd this was done. This job took 4 hours and 3 men to complete.

**Issue 303**

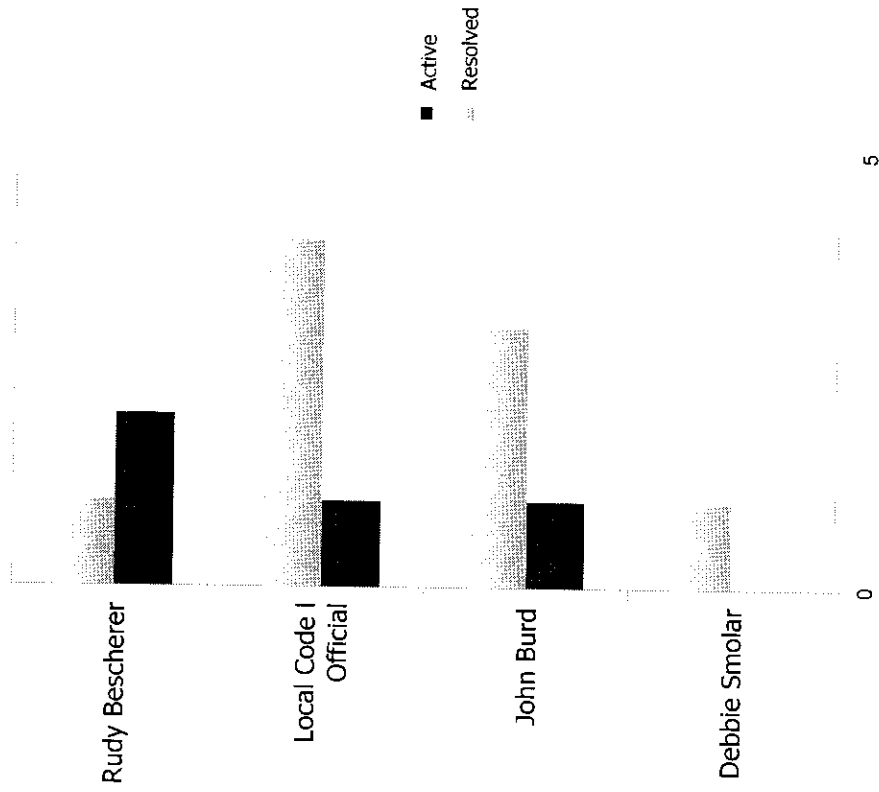
<b>Assigned To:</b>	John Burd	<b>Status</b>	Active
<b>Opened By:</b>	Debbie Smolar	<b>Category</b>	Grass cutting
<b>Opened Date</b>	28-Jul-10	<b>Priority</b>	(2) Normal
		<b>Due Date</b>	7/30/2010

John, please be advise that 10 Alvin Sloan is in foreclosure proceedings and the property is vacant. There is grass and weeds that are growing very high and need to be cut.

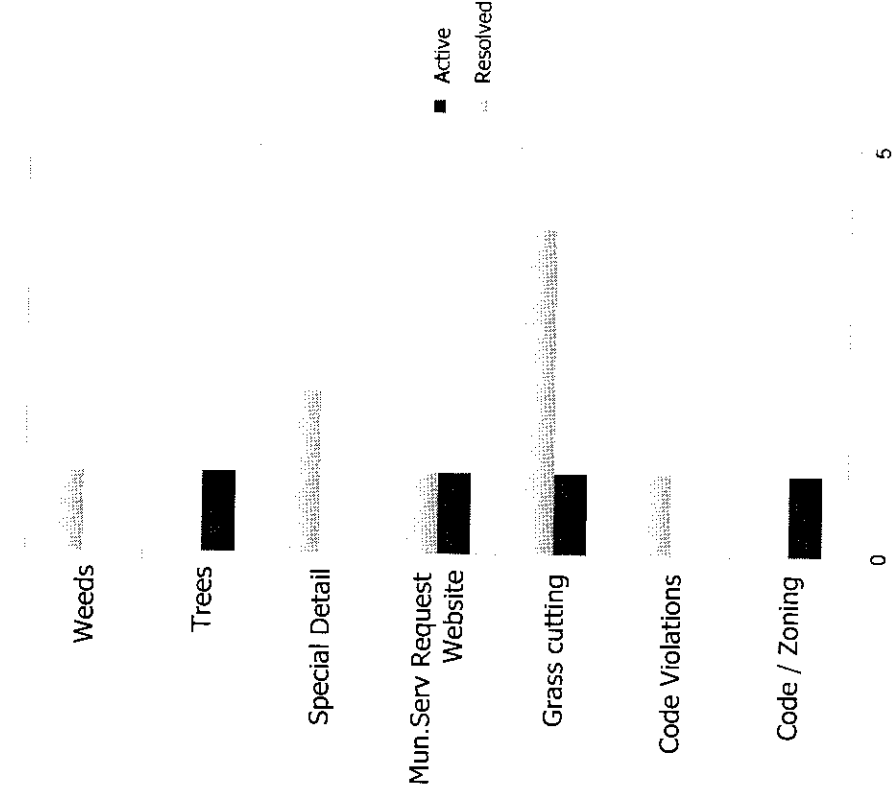
Please advise the Manager's Office when this is complete.

Thank you,  
Debbie

### Issues by Assigned To



### Issues by Category





**MANAGERS WEEKLY REPORT**  
**7/16/10**

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As requested by Council, the surplus vehicles that were being stored at the sewer plant have been soled for scrap, to which the Borough received \$700.

For those who are not aware, the lights at the mid-street crosswalk are not working. This problem has been ongoing since the beginning. It does not appear to be an installation issue, rather a manufacturing problem. Specifically, an electrical short of some type cause by the fact that they are always exposed to the weather and moisture. Additionally, I suspect that seals were damaged via road salt over the winter months, which is causing water/moisture to interrupt the service. Since we are the only town in NJ that has this, there is no one in the State that we can call to see what problems/solution they are dealing with. We will keep on it on hopefully discover the problem.

The Transition Aid application has been submitted (See attached). This is the best possible application that can be submitted considering the circumstances. When you read it, you may see items that you agree with, as well as disagree with. You may also wonder why items that were suggested may not be listed. Before anyone jumps to any conclusions, please call me and I will be happy to explain the rationale behind the substance of the application itself. According to the State, a decision should be made by the end of August.

**Attachments:**

- Transitional Aid Application

**Transitional Aid Application for Application Years CY 2010/SFY 2011**  
**Division of Local Government Services**  
**Department of Community Affairs**

**General Instructions:** This application must be submitted in its entirety by July 16 (for CY 2010) and September 30 (for SFY 2011) for funding consideration under this program. Information contained in the application is subject to independent verification by DLGS. Refer to Local Finance Notice **2010-14** when preparing this application for specific instructions and definitions.

<b>Name of Municipality:</b>		Borough of Washington		<b>County:</b>	Warren
<b>Contact Person:</b>		Richard D. Phelan		<b>Title:</b>	Borough Manager
<b>Phone:</b>	908-689-3600 x119	<b>Fax:</b>	908-689-9485	<b>E-mail:</b>	rphelan@washingtonboro-nj.org
<b>Population:</b>	6,700				

**I. Aid History**

List amount of Discretionary Aid (Extraordinary, Special Municipal, or Capital Cities) received for the last three years, if any:

Prior Year	Previous Year	Previous less one year
\$550,000	\$0	\$0

**II. Aid Request for Application Year**

<b>Amount of aid requested for the Application Year:</b>	<b>\$650,000.00</b>
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*An aid request does not constitute guarantee of receipt of any funds.*

**III. Submission Requirements**

Without exception, the following items must be submitted with or prior to submission of this application. Indicate date of submission of each.

Item	Date Submitted to DLGS
Prior Year Annual Financial Statement	4/12/10
Previous Year Annual Audit	11/3/09
Previous Year Audit Corrective Action Plan	11/6/09
Application Year Introduced Budget	3/23/10
Budget documentation submitted to governing body	3/1/10

**IV. Application Certification**

The undersigned herewith certify that they have reviewed this application and, to the best of their ability, find its contents to be true and that it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding aid awards is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer		
Governing Body Presiding Officer	N/A	

Application Year CY 2010/SFY 2011	Municipality: Washington Borough	County: Warren
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Chief Financial Officer		

**V-A. Explanation of Need for Transitional Aid**

Explain the circumstances that require the need for Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how it would substantially jeopardize the fiscal integrity of the municipality. (See item B-5 in Local Finance Notice 2010-14 for details)

Prior to 2009, there was lax financial oversight and poor fiscal management within the Borough of Washington, as indicated in the May 6, 2009 Audit of Procurement Practices issued by the Office of the State Comptroller. The Borough of Washington has failed to plan accordingly for both present and future needs. This was due in part to having multiple Municipal Managers in a very short period of time, as well as no strong Chief Financial Officer for several years. Subsequent to this, changes to policies and procedures relating to all aspects of Borough operations have been implemented which has served as the foundation for a stronger financial institution, which has been acknowledged in the April 16, 2010 Follow-up Audit of Procurement Practices issued by the Office of the State Comptroller. Unfortunately, while we have made tremendous strides, a decade of mismanagement can not be corrected in one (1) year. As a result, the Borough had a need to apply for (and receive) Extraordinary Aid in the amount of \$550,000 in 2009. This allowed the Borough to reduce the tax rate to property owners, while allowing us to focus on improving the overall financial situation of the Borough.

In 2009, the Borough began implementing a strict "want" versus "needs" mentality as it relates to spending. Specifically, departmental budgets in 2009 were at or below what was actually spent in 2008. In 2010, unless required by statute or legitimate departmental need, all departmental spending has remained flat or further reduced.

As you will see in this application, the Borough Council has reduced their introduced budget by and additional \$223,227.72 from the original amount, and we are still hindered by the Levy CAP. The largest factors that contribute to this issue are as follows:

- Increase in the Reserve for Uncollected Taxes
  - 2009 Amount – \$690,638.00
    - Tax Collection Rate – 94.78%
  - 2010 Amount – \$905,020.56
- Reduction in 2010 State Aid of 17.45%
- Loss of Extraordinary Aid
  - -\$550,000
- Increased Snow/Ice Control Costs due to more frequent and extreme snow fall amounts.
- Loss of Revenue at the Borough Pool
  - As a result of the financial changes that Borough has implemented since 2009, it was discovered that membership at the Borough pool has steadily decreased, which has resulted in lower revenues. This reduction has caused the pool to begin running at a deficit. In order to keep the pool open, hours of operation have been reduced and procedural changes have been implemented.
- Unwillingness for Blue/White Collar unionized employees to make concessions of any type.
  - During the last 12 months, there have been many meetings with the CWA Local 1032 to inform them of the financial situation in the Borough, to which they were unsympathetic. As a result, four (4) employees were laid off in 2009, with an additional two (2) slated in 2010. Additionally, as a result of one (1) resignation and one (1) retirement, these full-time positions will be filled with part-time employees.
- Non-Unionized Employees (3)
  - Only one (1) of the two (2) eligible non-unionized employees has voluntarily decided to make concessions. Specifically, making contributions to their health insurance coverage.
- Increase in debt service
- In 2009, the Borough entered into a Shared Service Agreement for Police Services with a neighboring municipality. As result, the Borough was no longer able to receive the benefit of a pension CAP adjustment.
  - Due to increased costs associated with law enforcement (and crossing guards), the cost of this service

went from \$1.8M in 2009 to \$2.1M in 2010.

Taking all of the above into account, the Borough currently exceeds the Levy CAP by \$573,847. As a result, even with the budget cuts noted above, property owners within the Borough are looking at an average property tax increase of \$379.90. (This number is based on the average property assessment of \$142,300.00 combined with the 2010 Borough Tax Point of \$37,425.36)

**Please see the attached document labeled "Budget Amendments", which addresses the additional budget cuts proposed by the Governing Body.**

**V-B Alternate Eligibility Calculation**

Complete this section only if Discretionary aid **was not** received in the prior year. If the requirements of this section are met, this application must also reflect that the criteria in Section B, items 2-7 of Local Finance Notice 2010-14 are met.

**Part 1** calculates loss of equalized value. If there is a loss of *2% of equalized value*, the eligibility criteria is met and the rest of the form does not have to be completed.

If 2% the criteria is **not** met, continue with Part 2 to identify individual revenue losses (exclusive of State CMPTRA/ETR formula aid reductions) or specific, extraordinary appropriation increases (pursuant to Local Finance Notice 2010-14, Item B-8).

Part 1 – Eligibility of Value Loss	Current Year County Equalization Table County Apportionment (a)	Prior Year Director's Table Equalized Value (b)	Decrease (c)
Equalized Value Reduction			
Percent of loss from prior year (c) divided by (b) as percent: If this exceeds 2%, stop and proceed to the next page.			

**Part 2 – Demonstration of Revenue Loss/Substantial Cost Increase**

Complete Part 2 if eligibility was not met in Part 1. Show extraordinary revenue losses (exclusive of State CMPTRA/ETR aid reductions), but not as the aggregate of many revenue line items; or specific, extraordinary appropriations. Describe the item on the cell below each entry.

Revenue or Appropriation	Prior Year Value	Current Year Value	Amount of Loss/Increase
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			
Description:			

**This page is not applicable to the Borough of Washington**



**V-C Actions to reduce future need for aid**

Detail the steps the municipality is taking to reduce the need for aid in the future. Include details about long-term cost cutting and enhanced revenue plans, impact of new development, potential for grants to offset costs, and estimated short and long-term annual savings. Use additional pages if necessary.

The following outlines both short-term and long-term changes that have/will be made to help stabilize the Borough's finances:

1. Unless required by statute or legitimate departmental need, all departmental spending has remained flat or further reduced. Current spending levels are reflective of what was actually spent in 2008
2. Instituted a hiring and promotion freeze.
3. All part-time/seasonal/temporary employees are not receiving any increase in their salaries for the current year (unless statutorily required). As a result, the salaries being paid are at/below 2008 levels.
4. Elimination of all non-essential overtime.
5. Elimination of overnight stays and meal allowances associated with meeting/conferences and conventions.
6. Elimination of all non-essential capital projects/purchases requested for 2010.
7. Restructuring of staff in more efficient ways (IE: Department realignments).
8. We will be seeking approval for a levy CAP waiver from the Local Finance Board if needed.
9. Vacancies for all full-time employees in which the positions are essential are being filled with part time staff.
  - a. Reduction in Staff
    - i. 2009 – Four (4) employees
    - ii. 2010 – Two (2) employees
10. In the process of entering into a Shared Service Agreement with a neighboring municipality for the provision of Municipal Court Services (Effective start date is October 1, 2010. Savings of \$55,000 - \$65,000 per year)
11. Previously consolidated our Police Department with the Washington Township Police Department via Shared Service Agreement. (Effective date August 1, 2009)
12. In discussions with Washington Township to discuss the feasibility of entering into a Shared Service Agreement for the provision of construction/building permits. (IE: Shared Construction Department)
13. The Borough Council has committed to placing a referendum question on the November general election ballot as it relates to garbage collection. Specifically, whether or not the Borough should privatize garbage in-lieu of the publicly funded garbage collection that it in place now. Privatization would result in an annual savings of \$450,000 - \$500,000.
  - a. As of 2010, the Borough no longer collects/disposes of "Bulk Trash", which will result in a savings of \$35,000/year (Excluding disposal costs)
14. Reduced the operation hours of the public library from 59 hours in 2009 to 35 hours in 2010.
15. Awarded Board of Adjustment and Planning Board Attorney Contracts (via Fair-and-Open Process) to reflect hourly amounts in-lieu of flat fees. Based on the case loads for each Board, the amount spent on legal representation will be drastically lower than previous years.
16. Cancelled the contract with the third-party vendor that provided sewer billing services and brought the service in house. This will result in a savings of \$60,000/year in the Municipal Sewer Utility, which will ultimately result in savings in the Current Fund.
17. No new debt issued since 2008.
18. We are investigating the feasibility of a debt restructuring bond to allow the Borough to reduce our annual debt obligations.
19. Annual review of Borough fee schedule.
  - a. All fees are at the same level as 2009. This is due to the fact that our fees are in-line with neighboring municipalities.
20. Actively seeking reimbursement money from all outstanding grants (IE: Outstanding receivables) in order to improve our cash flow.
21. Cancellation of all non-fee based recreation events. (IE: Tree Lighting, Movies in the park)

## VI. \*Historical Fiscal Statistics

Item	(2008) Actual Previous Year	(2009) Actual Prior Year	(2010) Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$1.054	\$1.239	\$1.528
Municipal Purposes tax levy	\$3,962,751.00	\$4,665,738.64	\$5,716,739.53
Municipal Open Space tax levy	N/A	N/A	N/A
Total general appropriations	\$6,746,185.99	\$6,928,510.19	\$7,539,989.78
3. Cash Status Information			
% Of current taxes collected	95.76%	94.78%	%
% Used in computation of reserve	96.6%	95.76%	94.78%
Reserve for uncollected taxes	\$521,136.00	\$690,638.00	\$405,020.56
Total year end cash surplus	\$39,381.41	\$159,656.15	
Total non-cash surplus	\$7,924.49	\$7,174.49	
Year end deferred charges	\$60,656.00	\$0	
4. Assessment Data			
Assessed value (as of 7/1)	\$383,362,790.00	\$376,386,626.00	\$374,523,624.00
Average Residential Assessment	\$147,612.00	\$144,830.00	\$142,300.00
Number of tax appeals granted	41	146	
Amount budgeted for tax appeals	\$0	\$75,000	\$0
Refunding bonds for tax appeals	\$0	\$0	\$0
5. *Full time Staffing Levels			
Uniformed Police - Staff Number	13	13 (through 8/1/09)	N/A
Total S&W Expenditures	\$1,366,979.29	\$985,393.19	N/A
Uniformed Fire - Staff Number	N/A	N/A	N/A
Total S&W Expenditures	N/A	N/A	N/A
All Other Employees - Staff Number	118	125 (through 8/1/09)	86
Total S&W Expenditures	\$1,374,510.82	\$1,266,785.42	\$1,320,950.00

\*Entered into SSA for Police Services on August 1, 2009, which is why the Police S & W number decreased. Staffing numbers decreased to account for removal of 13 Police Offices, 1 Clerical, and 17 Crossing guards no longer employed by the Borough. Also included are the four (4) employees that were subject to layoff in 2009. The 2010 staff levels do not reflect the two (2) employees subject to layoff as the SSA for Court Services does not begin until October 1, 2010.

## 6. \*\* Impact of Proposed Tax Levy

			Amount
Current Year Taxable Value			\$374,253,624.00
Introduced Tax Levy			\$5,716,739.53
Proposed Municipal Tax Rate	1.528	Average Res. Value ( #4 above)	\$142,300.00
Current Year Taxes on Average Residential Value (#4 above)			\$2,174.34
Prior Year Taxes on Average Residential Value			\$1,794.44
Proposed Increase in average residential taxes			\$379.90

\*\*In anticipation of Transitional Aid Applications, the 2010 amounts listed above reflect Borough Council budget reductions made after budget introduction, and will be incorporated into the final budget upon adoption via amendments. Please see the attached document labeled "Budget Amendments", which addresses the cuts made.

**VII. Application Year Budget Information**

A. Year of latest revaluation/reassessment

1998
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B. Proposed Budget – Appropriation and Levy Cap Information

**Item**

1. Was an appropriation cap index rate ordinance adopted last year?  
If YES: % that was used
2. Amount of appropriation cap bank available going into this year
3. Is the Application Year budget at (appropriation) cap?  
If NO, amount of remaining balance
4. \*\*\*Does the Application Year anticipate use of a waiver to exceed the levy cap?  
If YES, amount:

	Yes	No
		X
%		
\$199,477.58		
		X
\$279,229.25		
	X	
\$573,847.00		

\*\*\* The Borough may not need to apply for a Levy CAP Waiver if Transitional Aid is awarded.

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase	Offset
Police	\$1,569,826.00	\$2,157,100.00	\$587,274.00	
• Decrease in Health Insurance				-\$117,826.00
• Decrease in PFRS				-\$122,029.00
<b>NET INCREASE</b>			<b>\$347,419.00</b>	
PERS	\$66,868.00	\$132,586.91	\$65,718.91	
TAN Interest	\$17,400	\$60,000.00	\$42,600.00	
Interest on Notes	\$48,140.00	\$101,872.48	\$53,732.48	
Reserve for Uncollected Taxes	\$690,638.00	\$905,020.56	\$214,382.56	
***Tax Collection S & W	\$93,255.00	\$154,281.00	\$61,026.00	

\*\*\*NOTE: Tax Collection S & W has not increased other than increases dictated by the organized labor agreement. The reason for the increase was due to the fact that we are no longer charging any salaries in this department to the Municipal Sewer Utility.

D. List all new property tax funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount
N/A	No New Full-Time Positions Planned		

E. \*\*\*\*Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
<b>First year</b>	\$5,142,893.00	\$244,300.00	\$650,000.00	\$1,394,720.00	\$5,942,540.00
<b>Second year</b>	\$5,332,921.00	\$152,300.00	\$358,431.00	\$1,100,743.00	\$5,959,455.00
<b>Third year</b>	\$5,439,579.00	\$167,530.00	\$249,112.00	\$1,139,269.00	\$6,063,498.00

\*\*\*\* The amounts in the second and third year above reflect the removal of (1) Municipal Court costs (O/E and S & W) due to the Borough entering into an SSA for this service, (2) reduction in Recreation S & W as the goal is to have this department rely on the Dedication by Rider accounts, and (3) reduction of Police S & W for Police which accounted for payment of unused sick time.

**VIII. Financial Practices****A. Expenditure controls and practices:**

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?	X	
5. Are financial activities largely automated?	X	
6. Does the municipality operate the general public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?		X
8. At any point during the year are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected?	X	
If No, list those uncorrected as an appendix.		

**B. Risk Management: Indicate ("x") how each type of risk is insured.**

Coverage	JIF/HIF	Self	Commercial
General liability	X		
Vehicle/Fleet liability	X		
Workers Compensation	X		
Property Coverage	X		
Public Official Liability	X		
Employment Practices Liability	X		
Environmental	X		
Health	SHBP		
	X		

**C. Salary and Employee Contract Information (when more than one bargaining unit for each category, use average):**

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase	N/A	N/A	2010	2010
Average percentage increase	N/A	N/A	3.5%	3.0%
Last contract settlement date	N/A	N/A	12/31/2008	
Contract expiration date	N/A	N/A	12/31/2012	

Explain if any of the following actions have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
<b>Furloughs (describe below)</b>	N/A	N/A	X	X
- The Borough does not have a paid police or fire department. -CWA Local 1032 unwilling to make any concessions. -There are only three (3) non-union employees. No furloughs implemented for these people as would hurt operations while realizing minimal savings.				
<b>Wage Freezes (describe below)</b>	N/A	N/A	X	X
- The Borough does not have a paid police or fire department. -CWA Local 1032 unwilling to make any concessions. -Non-Unionized Employees: *One (1) is tenured employee required to receive salary increase per statute *One (1) employee covered by contract. NOTE: This employee has voluntarily decided to contribute to their health insurance costs				

<b>Application Year CY 2010/SFY 2011</b>	<b>Municipality: Washington Borough</b>	<b>County: Warren</b>
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*One (1) employee 2010 salary increase mirrored that which was received by unionized employees (3.5%)				
<b>Layoffs (describe below)</b>	<b>N/A</b>	<b>N/A</b>	<b>X</b>	<b>X</b>
Four (4) layoffs in 2009 and two (2) layoffs planned for 2010				

D. Tax enforcement practices:

Question	Yes	No
1. Does the municipality use the accelerated tax sale program?		X
2. When was the last foreclosure action taken or tax assignment sale held: Date:	July 7, 2006	
3. During 2009, on what dates were tax delinquency notices sent out: Date:	Delinquency notices are sent out 10 days after each quarterly tax bill is due.	
4. Date of last tax sale: Date:	November 17, 2009	

E. Specialized Service Delivery:

If the answer to either question is "Yes," provide (as an appendix) a cost justification of maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians)		X
The municipality provides rear-yard solid waste collection through the budget		X

F. Other Financial Practices

1. Amount of interest on investment earned in:

Prior Year:	\$48,600.00	Last Year:	\$13,538.36	Anticipated Application Year:	\$9,000.00
-------------	-------------	------------	-------------	-------------------------------	------------

2. List the instruments in which idle funds are invested:

Checking Account Interest (Amount of interest realized was limited due to shortage of cash)	

3. What was the average return on investments during CY 2009?

0.39%
2010

4. When was the last time fee schedules were reviewed and updated?

F. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
CWA Local 1032	12/31/2012	No Contracts are scheduled to expire until 2012



<b>Application Year CY 2010/SFY 2011</b>	<b>Municipality: Washington Borough</b>	<b>County: Warren</b>
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**IX-B. Demonstrated reductions or actions that limited otherwise ordinary increases in Other Expense or other costs.  
(See item B-6 in Local Finance Notice 2010-14 for details). Include changes in spending policies that reduce non-essential spending.**

<b>Line Item</b>	<b>Prior Year Actual</b>	<b>Application Year Proposed</b>	<b>Explanation of Change</b>
Mayor and Council (S & W)	\$14,349.36	\$10,500.00	Voluntary reduction in Council member salaries
Mayor and Council (O/E)	\$8,423.00	\$7,298.00	Reduction in meeting/seminar/conference attendance
Tax Appeals	\$75,000.00	\$0	Borough was able to build a small reserve from 2009 that can be used to pay for tax appeals.
Capital Improvement Fund	\$90,000.00	\$37,500.00	Cancellation on all non-essential capital projects/purchases
Shade Tree Commission (O/E)	\$14,522.31	\$8,000.00	Reduction due to receipt of grant funding.
Municipal Clerk (O/E)	\$8,599.21	\$7,699.50	Borough will postpone full ordinance codification
Recreation (O/E)	\$43,086.14	\$40,172.03	Cancellation of several non-fee based programs
Library (O/E)	\$63,451.40	\$50,664.75	Reduction of O/E costs
Contingency	\$0	\$5000	Reduction of contingency funds proposed by Governing Body. (-\$5,000 in 2010)
Downtown Redevelopment	\$0	\$10,000	Reduction of Downtown Redevelopment funds proposed by Governing Body. (-\$10,000.00 in 2010)
Forensic Audit	\$0	\$100,000.00	Reduction of Forensic Audit funds proposed by Governing Body. (-\$100,000.00 in 2010)
Health Insurance	\$380,794.60	\$286,598.22	Due to Police Shared Services Agreement, our health insurance did not increase and we were able to reap savings. Although, via SSA payments, we are still making payments toward Police health insurance.
PFRS	\$122,029.00	\$0	Due to Police Shared Services Agreement, no longer have PFRS obligations. We share 50% of the cost with Washington Township per the Shared Service Agreement.

<b>Application Year CY 2010/SFY 2011</b>	<b>Municipality: Washington Borough</b>	<b>County: Warren</b>
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IX-C. Evaluate existing local revenues, as to whether or not the rates or collections can be increased, and if so, how changes will be implemented.  
(See B-7 in Local Finance Notice 2010-14 for details)

Local Revenues	Prior Year Realized	Application Year Anticipated	Evaluation, Recommendation, and Implementation Plan
Bingo Fees	\$550.00	\$550.00	Fees are evaluated annually. Borough Council decided to keep all fees flat in 2010 as they are compatible to other communities.
Business Licenses	\$830.00	\$830.00	
Yard Sale Permits	\$215.00	\$215.00	
Property Certification List	\$90.00	\$90.00	
Raffle License	\$110.00	\$110.00	
Retail Food Handler	\$1,620.00	\$1,620.00	
Zoning Books/Maps	\$90.00	\$90.00	
Garbage Collection Stickers	\$1,872.00	\$1,832.00	
Parking Stickers	\$2,293.50	\$2,293.00	
Certificate of Occupancy	\$1,875.00	\$1,875.00	
Variance Fees	\$1,375.00	\$1,375.00	
Fire Inspections	\$10,446.00	\$10,446.00	
Zoning Permits	\$3,676.00	\$3,676.00	
<b>TOTAL REVENUE LISTED ABOVE</b>	<b>\$25,042.50</b>	<b>\$25,000.00</b>	
Recreation Fees			Obtained a Dedication by Rider. The goal is to have the Recreation department function without assistance from the current fund.
Police Misc. (ID Cards, Fingerprinting, Gun Permit, Accident Report) Special Police Services	\$1,891.72 \$24,070.08	\$0	NOTE: The Borough will not realize any revenue from the Police Department as these services are provided by Washington Township via Shared Services Agreement.



### Section XI – Impact of Limited or No Aid Award

Describe in complete detail the impact if aid is not granted for the current fiscal year; this priority setting requires that the municipality will maintain a minimum level of essential services. List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across the board cuts will be made, indicate under service. For rank order purposes, consider the two sections as one list. The cuts outlined here are one that the municipality is committing to make if they do not receive aid.

Rank Order	Department	# of Layoffs	Effective Date	2010 Full Time Staffing	2011 Full Time Staffing	\$ Amount to be Saved
1	Municipal Court  (Scheduled to enter into a Shared Service Agreement for Municipal Court Services on October 1, 2010. As such, we would no longer need to employ the two (2) full-time court staff.)	2	Oct. 1, 2010	2	0	Minimal in 2010 due to the late start date.  Projected \$65,000 - \$75,000 in 2011
N/A	The Borough has reduced their full-time staff in 2009 and will be making additional reductions in 2010. As a result, we are at the bare minimum level of staffing. PERC has advised that we can not reduce full-time staff to part-time without the organized labor unit's consent, which the CWA Local 1032 will not agree to.  Any additional staff reductions will affect the health, safety and welfare of the residents.					

If services will be reduced, describe the service, impact and cost savings associated with it.

Rank Order	Service	Cost Savings	Impact on Services
1	Municipal Garbage Collection - The Borough Council has committed to placing a referendum question on the November general election ballot as it relates to garbage collection. Specifically, whether or not the Borough should privatize garbage in-lieu of the publicly funded garbage collection that it in place now.	\$450,000 - \$500,000/year	If approved, there would be little impact on services to residents. Garbage/Recycling would still be collected, but the resident would have the choice to select which vendor they choose. This would alleviate the need for the Borough to raise the costs of this service via property taxes.

## XII. Agreement to Improve Financial Position of Municipality

If aid is granted, are you willing to enter into a "memorandum of understanding" that will, among other restrictions and requirements:

	Yes	No
1. Allow the Director of Local Government Services to assign management, financial, and operational specialists to assess your municipal operations	X	
2. Implement actions as recommended by the Director to address the findings of Division staff	X	
3. Enter into a Memorandum of Understanding	X	

The undersigned herewith acknowledges the foregoing requirements with which the municipality must comply in order to receive aid as outlined above.

In addition, included with this application is a copy (printed or electronic) of the budget documentation that supports the budget calculation that was provided to the governing body.

Mayor \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

ATTEST: \_\_\_\_\_ Date \_\_\_\_\_

Municipal Clerk



**MANAGERS WEEKLY REPORT**  
**7/23/10**

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I am awaiting quotes for the repair of the well pump at the pool as it is not working at all. As soon as the quotes are received, we will take the appropriate action to get everything repaired. Meanwhile, we have had to use regular "city" water to fill the pool when the level decreases. I wanted to let everyone know before the amount of the water bill is questioned on the bill list, which will be a lot higher than normal.

All but one of the remaining vehicles that were sold for scrap remains at the sewer plant. If all goes according to plan, it should be picked up next week.


I have attached my memo on the specifics of the grant reimbursements in 2010 for your review again. If you have any questions after you read it, please let me know.

**Attachments:**

- Grant Receivable Memo



RICHARD D. PHELAN  
BOROUGH MANAGER  
MEMORANDUM

TO: Mayor and Council  
FROM: Richard Phelan   
DATE: July 21, 2010  
SUBJECT: Miscellaneous Grant Reimbursement Money

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As a follow-up to my previous weekly reports, as well as the recent request from Councilman Higgins, I am again providing Council with information relating to the grants funds from the N.J. Department of Transportation (DOT) from the Downtown Streetscape Project. After conferring with the CFO again, here are the specifics:

- **Ordinance 1-2005**
  - Authorizes the Borough to borrow \$1.35 Million for the Downtown Streetscape Project.
- **Ordinance 2-2007**
  - Authorizes a supplemental appropriation of \$498,265 for the Downtown Streetscape Project
  - Specifically, the ordinance states that these funds, along with the funds approved in Ordinance 1-2005 would be used for design and construction costs associated with the Downtown Streetscape Project. As the Borough anticipated receiving \$498,265 from the State, these funds are listed a receivable in the 2007 General Capital account. **Cash on hand from the General Capital account was used to “front” these expenses in-lieu of borrowing money via a Bond Ordinance. As such, this amount is not listed anywhere on the Borough’s debt schedule.**
    - NOTE: The money that was used to “front” these expenses pending receipt of the grant funds was paid for out of the General Capital account. As a result, this amount is listed as “interfund debt” that must be paid back. This type of debt does not show up on a standard debt schedule as the funds were not borrowed.
  - Contracts for the construction were awarded to two (2) contractors in 2006 & 2007.
    - According to the records that I have been able to review, it seems that the project was “bid out” in five (5) sections, but only four (4) were actually awarded. Not being employed by the Borough at the time, I can only assume that this was a financial decision.
- In May 2010, we received \$388,501.80 from the DOT grant, which was placed back into General Capital as required by the Bond Ordinance.
  - NOTE: It seems that we originally applied for \$498,265 from the DOT, but were only eligible for \$388,501.80. This was due to the fact that the scope of the project was reduced (as stated above) and therefore reduced their grant obligation. The problem is that the Borough spent all \$498,265 from the General Capital account and only received \$388,501.80 from the State. **This balance (\$109,763.20) still needs to be repaid to General Capital in accordance with Ordinance 2-2007 and the Local Bond Law.** This means that at some point, Council will need to raise this amount in the budget to pay the off the obligation. Natasha and I spoke about this and were planning on dividing this out over the next 4 – 5 years to lessen the burden on taxpayers, while ensuring we are in compliance with the Local Bond Law.

- After receiving the money from the DOT in May, the entire amount was placed in General Capital (as required by the Bond Ordinance), and a portion (\$355,000) was transferred out to pay back the previously incurred interfunds as noted in the May 2010 Treasurer's report presented to, and approved by Council. The balance of the grant remains in General Capital.
  - As you recall from previous discussions, Natasha and I are trying to "re-pay" ourselves back from previously incurred interfunds in order to make our financial house more stable, and this is part of that process.

In summary, here are the main items that you should take away from this memo:

- 1) In 2007, The Borough agreed to use cash on hand from the General Capital Account to pay for part of the project in the amount of \$498,265 (See Ordinance 2-2007)
- 2) When grant funds from the DOT were received, the grant money should have been used to fully re-pay the General Capital Account. This was not done as the scope of the project was reduced, which in-turn reduced the amount of the DOT grant to \$388,501.80.
- 3) Even though the grant amount was reduced, the Borough still spent the full \$498,265. This does not relieve you from making full re-payment to the general Capital Account in accordance with Ordinance 2-2007, as well as the requirements of the Local Bond Law.
- 4) Since "cash" was used to front these expenditures, as I have previously stated, there is no reduction in the Borough debt schedule since the money was not borrowed.
  - a) I previously provided Council with the list of all expenditures associated with all Bond Ordinances. Should you have the desire, you can view all of the expenditures made from this ordinance.

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As I suspect this discussion will be brought up again, I wanted to take the time to explain the history related to the two (2) recent grants from the Department of Community Affairs that were received in 2010. Here are the specifics:

#### **Downtown Redevelopment Grant**

- On February 17, 2006, Rich Sheola began the application process for \$65,000 in grant funding from the N.J. Department of Community Affairs SHARE Grant Program for funding associated with the Downtown Redevelopment Plan. Under the "Statement of Need" on the grant application, the following was stated:

*The Borough of Washington is literally at the crossroads of Warren County and at its own crossroad in terms of the revitalization of the downtown economic core. With the assistance of the New Jersey Highlands Council, funds were provided to the Borough in 2005 under a Municipal Planning Pilot Partnership (MP3) Grant to develop key strategies aimed at bringing a new vitality to the downtown, while positioning the Borough to take advantage of real estate developers and re-developers new found interest in the Borough. The MP3 grant provided needed funds for: developing a vision and strategies for implementing town-center redevelopment initiatives and to coordinate with the NJDOT Route 57 Corridor Study; develop historic preservation guidelines and design standards and; identify stream corridor protection and storm water management measures appropriate within a town center. Funding through the Office of Smart Growth will enable the Borough to take the "next steps" in this process which include, but are not limited to: revise the 2002 Downtown Revitalization Plan; adopt design guidelines for the downtown including recommendations regarding facades, lighting, landscaping, etc; revise parking regulations for downtown and; adopt Historic Preservation Master Plan Element.*

*Additionally, the Borough has financial commitments from NJDOT and the Department of Housing and Urban Development (HUD) for over \$1.0 million as part of an overall streetscape plan. This work includes renovation of the existing sidewalks & curbing with pavers, benches and ornamental lighting, but the Borough has committed to replacing an aging Public Works facility located in the downtown, with a new modern one located on other borough owner property. It is the intention of the Borough officials to fully explore the feasibility of developing suitable parking for the downtown on this parcel once the new facility is operational.*

- Taking the above narrative into account, the State awarded the Borough \$65,000 via their grant program, with the Borough assuming any additional costs above and beyond that amount. In this instance, half the award (\$32,500)

was provided in advance to the Borough in September, 2006. The remaining balance would be reimbursed upon completion. As a result, the Borough hired various professionals and paid the amounts as follows:

- Clarke, Caton, Hintz - \$23,284.45
- Heyer, Gruel & Associates - \$39,387.71
- McManimon & Scotland - \$24,086.84
- **TOTAL - \$86,759.00**
- As I was not employed by the Borough at this time, I was unaware of the grant itself, as well as any associated reporting requirements. At some point in 2008 the work associated with this project was completed, but the follow-up documentation associated with this grant was never finalized, so the remaining \$32,500 was not released.
- In the beginning of April, 2010, I received a call from the DCA advising that this money is still outstanding and if we do not get them the required documentation ASAP, we would lose the funding and would be required to pay back the money already received.
  - I was able to get the DCA all of the required information by the end of April 2010 and we received payment the following month (May, 2010)
- The vendors listed above were paid with monies from the Current Fund prior to receiving reimbursement from the State. As such, the outstanding \$32,500 was listed as a receivable in the 2007 budget. This means that the money had to go back into the Current Fund from that year, and made part of any remaining fund balance as applicable.
  - NOTE: There is no fund balance from 2007 remaining.

#### **Police Shared Services Feasibility Study**

- On June 27, 2008, John Corica began the application process for \$19,500 in grant funding from the N.J. Department of Community Affairs SHARE Grant Program for funding associated with the Feasibility Study for Shared Police Services with Washington Township. Under the "Statement of Need" on the grant application, the following was stated:

*This award will provide funds to study the feasibility of the police departments of the Borough of Washington and the Township of Washington, both in Warren County merging into one department. Included in the study is an accounting analysis*

*The state has encouraged municipalities to seek means to share services. The Borough of Washington and Washington Township, both in Warren County, are looking to merge their two police departments. The two departments have worked closely together for many years, and merging the two into one department appears to make sense. The financial feasibility study will provide the governing bodies with the information needed to see what the savings will be over the next 5 years by combining the departments as well as identify up front costs to merge them.*

- Taking the above narrative into account, the State awarded the Borough \$19,500 via their grant program. As a result, the Borough hired Nisivoccia and Co. to conduct the study for the amount awarded from the grant.
- As I was not employed by the Borough at this time, I was unaware of the grant itself, as well as any associated reporting requirements. Although, I have seen the final report provided by the vendor dated November 5, 2008.
- In the beginning of April, 2010, I received a call from the DCA advising that this money is still outstanding and if we do not get them the required documentation ASAP, we would lose the funding in its entirety
  - I was able to get the DCA all of the required information by the end of April 2010 and we received payment the following month (May, 2010)
- The vendor listed above was paid with monies from the Current Fund prior to receiving reimbursement from the State. As such, the outstanding \$19,500 was listed as a receivable in the 2008 budget. This means that the money had to go back into the Current Fund from that year, and made part of any remaining fund balance as applicable.
  - NOTE: The fund balance from 2008 is being used is the 2010 municipal budget

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As always, if you have any questions, do not hesitate to call.

**CODE OF THE BOROUGH OF WASHINGTON, NEW JERSEY, v35 Updated  
02-01-2008 / PART I: ADMINISTRATIVE LEGISLATION / Chapter 3,  
ADMINISTRATION OF GOVERNMENT / ARTICLE II, The Council / § 3-15.  
Ordinances and resolutions.**

**§ 3-15. Ordinances and resolutions.**

- A. Ordinances may be introduced and read on first reading by reading title only if all Councilmen have been provided with a copy prior to their consideration.
- B. After proper publication and notice, as prescribed by law (N.J.S.A. 40:49-2), the ordinance may be given a second reading and passed by the Council. Reading at the second hearing may also be by title if a copy shall have been posted upon the bulletin board in the Municipal Building, and copies shall be available for the general public upon request.
- C. Amendments after publication shall be limited and of a minor nature. Any amendment that makes any substantial change in the substance of the ordinance must follow the same procedures as the ordinance first proposed regarding publication and hearing.
- D. Ordinances shall be drafted by the Municipal Attorney or Borough Manager only upon request of a majority of the Council present at the regular or special meeting of the Borough Council or at the request of the Municipal Manager. [Amended 8-8-1978 by Ord. No. 15-78; 9-8-1981 by Ord. No. 13-81; 9-19-2006 by Ord. No. 16-2006]
- E. Ordinances may be adopted by the Council only by an affirmative vote by the majority of the Council by roll call vote. Each ordinance adopted by Council shall be signed by the Mayor and Clerk and entered into the Ordinance Book as kept on file in the office of the Clerk. No ordinance, except a local budget ordinance, shall take effect less than 20 days after final passage unless the Council, by an affirmative vote of five Council members, shall adopt a resolution declaring the ordinance to be an emergency, upon which said ordinance will take effect with final passage. [Amended 9-19-2006 by Ord. No. 16-2006]
- F. Resolutions, unless laid over by a majority vote of the Council, shall be acted upon at the same meeting as their introduction.
- G. The vote of Council on every ordinance and resolution shall be in a manner prescribed by law. In matters requiring a roll call vote, the Clerk shall enter into the minutes the vote of each member present. No member present should refuse to vote unless he has, prior to discussion on the question, announced his intention of not voting, and he shall not enter into the discussion or debate. [Amended 9-19-2006 by Ord. No. 16-2006]

*Borough of Washington*  
*PC/Codebook for Windows*

H. Resolutions may be adopted by the Council by an affirmative vote of the majority present.



**RESOLUTION # 150-2010**  
**A RESOLUTION TO ADJUST SEWER BILLINGS IN**  
**ACCORDANCE WITH CHAPTER 70, SECTION 28B OF**  
**THE CODE OF THE BOROUGH OF WASHINGTON.**

**WHEREAS**, the Borough of Washington commenced operations of a municipal sewer utility in January of 1999; and

**WHEREAS**, certain facts have come to the attention of the Borough to justify modification of sewer service charges which have been reviewed by the Borough Manager; and

**WHEREAS**, notice has been provided to the owner(s) of the property or properties listed below of the action proposed to be taken with the date, time and place where the Mayor and Council will meet to consider change(s) in the E.D.U.'s assigned to the property or properties listed below; and

**WHEREAS**, all parties affected by this resolution will be notified of the action taken, in writing, and notified of an opportunity to appear, in person, at a formal hearing of the governing body, if dissatisfied with the decisions made herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the following changes in the sewer service charge(s) are approved:

<b>BLOCK/LOT</b>	<b>NAME/ADDRESS</b>	<b>REASON/ADJUSTMENT</b>
29/14	Skoog, Victoria 128 Belvidere Avenue Washington, NJ 07882	Change in Use (2) to (1.5) E.D.U.'s Effective: August 2010

**BE IT FURTHER RESOLVED** that the Borough Clerk be directed to send a certified copy of this resolution to all parties affected by this resolution and advise them of their right to protest the decision and request a formal hearing before the governing body, as provided in Chapter 70, Section 13. If no protest is filed, the decisions contained herein shall be considered final.

The above Resolution was moved by \_\_\_\_\_,

seconded by \_\_\_\_\_, voted and carried this

3rd day of August 2010.

Roll Call: Ayes:

Nayes:

Abstentions:

\_\_\_\_\_  
Kristine Blanchard, Clerk/RMC

cc: Sewer Utility Account  
Block/Lot File

RESOLUTION #151-2010

A RESOLUTION AUTHORIZING THE RELEASE OF FUNDS FROM  
J. H. VAN CLEEF – CANAL RUN PROJECT ESCROW ACCOUNT  
HELD IN TRUST BY THE BOROUGH OF WASHINGTON

WHEREAS, J. H. Van Cleef of 1548 Millstone River Road, Hillsborough, NJ 08804 has requested the return of the funds remaining in the escrow account for J. H. Van Cleef – Canal Run Project Account Number 7200020895; and

WHEREAS, Municipal Engineer Andrew S. Holt, P.E. has determined after reviewing the file that the escrow account money can be released.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Washington, in the County of Warren, State of New Jersey that the Municipal Treasurer is hereby authorized to issue a check to J. H. Van Cleef for the actual account balance in the J. H. Van Cleef – Canal Run Project escrow account.

The above resolution was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, voted and carried this 3rd day of August, 2010.

Roll Call:

Ayes:            Nays:

\_\_\_\_\_  
Kristine D. Blanchard, R.M.C.  
Borough Clerk

cc: Barbara Van Why, Admin. Clerk

**RESOLUTION # 153-2010**

**RESOLUTION APPROVING THE WARREN COUNTY MCCTFC ACQUISITION  
PROJECT APPLICATION**

Whereas the Property located at 44 E. Washington Ave. has been designated a mid-block public park/plaza in the Redevelopment Plan adopted on April 7, 2009 and is a strategic part of the Marketing Action Plan of the Washington Business Improvement District (thereafter referred to as the WBID) to revitalize the Downtown and,

Whereas the WBID and the Borough Council have successfully worked in a public/private partnership with the WBID as the redevelopment agent for Washington Borough for multiple projects including the adjoining parking lot and,

Whereas the Warren County Municipal and Charitable Conservancy Trust Fund provides Grant Funding for the acquisition of public open space and 44 E. Washington Avenue fulfills the prerequisites of the Grant.

Therefore let it be resolved that Washington Borough apply for the Warren County Municipal and Charitable Conservancy Trust Fund Grant for the purpose of the Washington Business Improvement District's acquisition of 44 East Washington Avenue, Block 24 Lot 24. The Borough will act as the pass through entity and provide these Grant Funds to the Washington Business Improvement District for the Washington Business Improvement District Corporation to purchase the property.

The Washington Business Improvement District will be named as the sole responsible party in the Warren County Municipal and Charitable Conservancy Trust Fund Grant Agreement.

Date:

\_\_\_\_\_  
Kristine Blanchard, RMC  
Borough Clerk

Page No: 1

## Z

Vendor # Name														
PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice	1099
Item Description											Date	Date		Excl
-----														
Vendor Total:			71.21											
HOLVECK AMY HOLVECK														
10-00677	07/13/10	SWIM LESSON REFUND	130.00	T-16-00-858-000-844			B	SWIMMING LESSONS - Fees (Revenue)	A	07/13/10	07/29/10			N
1 SWIM LESSON REFUND														
Tracking Id: 2911 Recreation Program Refunds (Exempt)														
SESSION 1 CANCELLED BY BORO - CANNOT														
ATTEND ANY OTHER SESSION OFFERED.														
ALREADY SCHEDULED FOR SESSION 2.														
Vendor Total:			130.00											
UPORSKY ANDREW UPORSKY														
10-00831	07/28/10	CPO CERTIFICATION CLASS	305.00	0-01-28-370-859-030			B	RECREATION PKGS&PLAYGR-MATERIAL&SUPPLIES	A	07/28/10	07/29/10			N
1 CPO CERTIFICATION CLASS														
Tracking Id: 1030 Education & Training (Non-Exempt)														
JULY 14th & 15th, 2010														
HAMILTON, NJ														
Vendor Total:			305.00											
SMITHA ANNETTE SMITH														
10-00676	07/13/10	SWIM LESSON REFUND	65.00	T-16-00-858-000-844			B	SWIMMING LESSONS - Fees (Revenue)	A	07/13/10	07/29/10			N
1 SWIM LESSON REFUND														
Tracking Id: 2911 Recreation Program Refunds (Exempt)														
1ST SESSION CANCELLED BY BORO - CANNOT														
ATTEND ANY OTHER TIMES OFFERED														
2	SWIM TEAM REFUND		100.00	T-16-00-858-000-840			B	SWIM TEAM Fees (Revenue)	A	07/13/10	07/29/10			N
Tracking Id: 2911 Recreation Program Refunds (Exempt)														
DELAY IN OPENING THE POOL - NO PRACTICES														
-----			165.00											
Vendor Total:			165.00											
ATT AVAYA FINANCIAL SERVICES, CORP														
10-00227	03/04/10	JAN-DEC AUTO SIGNAL TERM KEY					B							

Vendor # Name												
PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description										Enc Date	Date	Invoice
-----												
7	JUNE 2010	AUTO SIGNAL TERM KEY	14.60	0-01-31-440-000-000			B	TELEPHONE	A	03/04/10	07/26/10	N
Tracking Id: 3320 Telecommunications (General) (Exempt)												
8	JULY 2010	AUTO SIGNAL TERM KEY	14.60	0-01-31-440-000-000			B	TELEPHONE	A	03/04/10	07/26/10	N
Tracking Id: 3320 Telecommunications (General) (Exempt)												
-----												
					29.20							
Vendor Total:					29.20							
BTGO BAKER & TAYLOR COMPANY INC.												
10-00143	02/08/10	Books		B								
18	BOOKS WITH BAR CODES		67.84	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	02/08/10	07/23/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
-----												
10-00299	03/22/10	VARIOUS BOOKS		B								
13	BOOKS WITH BARCODES		83.39	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	03/22/10	07/23/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
14	21 RECORDS ON DISK		4.20	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	03/22/10	07/26/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
15	RECORDS ON DISK		1.80	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	03/22/10	07/26/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
16	PARTIAL FREIGHT FEE		1.37	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	03/22/10	07/27/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
OUTSTANDING CREDIT FROM PREVIOUS YEARS												
26.96, 90.02 & 115.66 = \$232.74												
APPLIED TO INVOICE# 3016250139 REMAINING												
BALANCE \$1.37												
-----												
					90.76							
10-00595	06/23/10	BOOKS		B								
2	20/BOOKS WITH BARCODES		289.42	0-01-29-390-000-033			B	MUNICIPAL LIBRARY Books & Pubs	A	06/23/10	07/23/10	N
Tracking Id: 510 Books and Other Publications (Non-Exempt)												
Vendor Total:					448.02							
BINSKY BINSKY AND SNYDER SERVICES LLC												
10-00498	05/20/10	REPAIR TO AIR HANDLERS		B								

Vendor # Name														
PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	1099 Excl
Item Description														
-----														
2 REPAIR TO AIR HANDLERS			16,675.00	C-04-08-005-000-003			B	BUILDING & GROUNDS - ORD #5-2008	A	05/20/10	07/26/10		102223	N
Tracking Id: 2012		HVAC Maintenance (Non-Exempt)												
Vendor Total:			16,675.00											
GERMANCA CAESARE GERMAN														
10-00803 07/22/10 REF 5/6 YOUTH BASKETBALL GAME														
1 REF 5/6 YOUTH BASKETBALL GAME			20.00	T-16-00-858-000-867			B	YOUTH BASKETBALL Referees/Umpires	A	07/22/10	07/28/10			N
Tracking Id: 3272		Sports Referee/Umpire Services (Non-Exempt)												
Vendor Total:			20.00											
KAVCAK CHRISTOPHER KAVCAK														
10-00670 07/13/10 COUNSELOR WH SUMMER REC PRGM														
1 COUNSELOR WARREN HILLS MIDDLE			700.00	G-02-XX-703-000-299			B	State	A	07/13/10	07/23/10			N
Tracking Id: 1020		Education & Training (Exempt)												
SCHOOL 2010 SUMMER RECREATION PROGRAM														
REF# M0322														
Vendor Total:			700.00											
GRODKIEW CINDY GRODKIEWICZ														
10-00649 07/08/10 SWIM TEAM/POOL MEMBER REFUND														
1 SWIM TEAM REFUND			100.00	T-16-00-858-000-840			B	SWIM TEAM Fees (Revenue)	A	07/08/10	07/29/10			N
Tracking Id: 2911		Recreation Program Refunds (Exempt)												
POOL OPENING TOO LATE IN SEASON														
2 POOL MEMBERSHIP REFUND			50.00	T-16-00-858-000-831			B	SWIM PROGRAM-Pool Membership Fee(Revenue	A	07/08/10	07/29/10			N
Tracking Id: 2911		Recreation Program Refunds (Exempt)												
Vendor Total:			150.00											
CONLEY CONLEY & SOZANSKY, LLC														
10-00819 07/27/10 LEGAL SERVICES 6/1-6/30/10														
1 LEGAL SERVICES 6/1-6/30/10			931.85	0-01-20-150-000-027			B	TAX ASSESSMENT Legal Svcs	A	07/27/10	07/29/10			N
Tracking Id: 2800		Professional Services - Legal (Exempt)												





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Vendor # Name	PO #	PO Date	Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description
Item Description								Stat/Chk	Enc Date
								Date	Invoice
								Chk/Void	1099
								Excl	
-----									
				265.00					
				265.00					
			Vendor Total:						
BUTLERD DARLENE BUTLER									
	10-00681	07/13/10	SWIM TEAM REFUND						
	1	SWIM TEAM REFUND		200.00	T-16-00-858-000-840			A	07/13/10 07/29/10
		Tracking Id: 2911	Recreation Program Refunds (Exempt)						
			DELAY IN POOL OPENING						N
			Vendor Total:	200.00					
PINKD DARRIEN PINKMAN									
	10-00802	07/22/10	JAN-MARCH YOUTH BASKETBALL REF						
	1	JAN-MARCH YOUTH BASKETBALL REF		240.00	T-16-00-858-000-867			A	07/22/10 07/28/10
		Tracking Id: 3272	Sports Referee/Umpire Services (Non-Exempt)						
			1/7/10 REF 2/YOUTH B-BALL GAMES						
			1/11/10 REF YOUTH B-BALL GAME						
			1/14/10 REF YOUTH B-BALL GAME						
			1/28/10 REF YOUTH B-BALL GAME						
			1/29/10 REF YOUTH B-BALL GAME						
			2/1/10 REF 2/YOUTH B-BALL GAMES						
			2/4/10 REF 2/YOUTH B-BALL GAMES						
			2/5/10 REF YOUTH B-BALL GAME						
			REF 7/8 BOYS YOUTH B-BALL GAME						
			Vendor Total:	240.00					
HUMPHREY DEBRA HUMPHREY									
	10-00680	07/13/10	SWIM TEAM REFUND						
	1	SWIM TEAM REFUND		100.00	T-16-00-858-000-840			A	07/13/10 07/29/10
		Tracking Id: 2911	Recreation Program Refunds (Exempt)						
			DELAY IN POOL OPENING - NO PRACTICES						
			2 POOL MEMBERSHIP REFUND	75.00	T-16-00-858-000-831				
		Tracking Id: 2911	Recreation Program Refunds (Exempt)						
			DELAY IN POOL OPENING - TOO SHORT OF A SEASON						N

Vendor # Name	PO # PO Date Description	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	1099
Item Description							Enc Date Date	Date Invoice	Excl
-----									
REPSHE DOROTHY E. REPSHER			175.00						
10-00671 07/13/10 2010 COORDINATOR'S STIPEND									
1 2010 COORDINATOR'S STIPEND FOR			1,500.00	G-02-XX-703-000-799	B Local	A	07/13/10 07/23/10		N
Tracking Id: 1020 Education & Training (Exempt)									
MUNICIPAL ALLIANCE REF# M0312									
Vendor Total:			1,500.00						
-----									
ELIZG ELIZABETHTOWN GAS			227.70						
10-00807 07/23/10 6/8-7/9/10 NATURAL GAS USAGE									
1 6/8-7/9 NATURAL GAS/MUNICIPAL			184.99	0-01-31-446-000-000	B NATURAL GAS	A	07/23/10 07/26/10		N
Tracking Id: 3612 Utilities - Gas (Exempt)									
BLDG									
2 6/8-7/9/10 NATURAL GAS/LIBRARY			42.71	0-01-29-390-000-079	B MUNICIPAL LIBRARY Natural Gas	A	07/23/10 07/26/10		N
Tracking Id: 3612 Utilities - Gas (Exempt)									
Vendor Total:			227.70						
-----									
EPHELE EPH ELECTRICAL			469.00						
10-00596 06/23/10 Building maintenance									
2 REPLACE FAULTY LIGHT BALLASTS			469.00	0-01-29-390-000-024	B MUNICIPAL LIBRARY Clean/Maint. Bldgs	A	06/23/10 07/26/10		N
Tracking Id: 590 Building Maint Equip & Supplies (Non-Exempt)									
Vendor Total:			469.00						
-----									
ESTIEQ ESI EQUIPMENT, INC.			540.00						
10-00455 05/07/10 SERVICE & REPAIR CONTRACT									
1 SERVICE & REPAIR CONTRACT			540.00	0-01-25-255-000-026	B FIRE DEPT Maint Other Equip	A	05/07/10 07/23/10	10-845	N
Tracking Id: 1200 Equipment Maint & Repair (General) (Exempt)									
ANNUAL SERVICE & REPAIR CONTRACT ON									
HOLMATRO RESCUE TOOL									



Vendor # Name													
PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	1099
Item Description											Date	Date	Excl
-----													
8,333.34													
10-00291	03/16/10	BORO OF WASHINGTON VS ANNELLI		B									
3	BORO OF WASHINGTON VS ANNELLI	251.28	0-01-20-155-000-027						A	03/16/10	07/26/10	141433	N
Tracking Id: 2800 Professional Services - Legal (Exempt)													
SERVICES 3/1/10-4/30/10													
4	BORO OF WASHINGTON VS ANNELLI	437.41	0-01-20-155-000-027						A	03/16/10	07/28/10	140875	N
Tracking Id: 2800 Professional Services - Legal (Exempt)													
-----													
688.69													
10-00830	07/28/10	BORO OF WASHINGTON VS ANNELLI											
1	BORO OF WASHINGTON VS ANNELLI	517.45	0-01-20-155-000-027						A	07/28/10	07/28/10	140875	N
Tracking Id: 2800 Professional Services - Legal (Exempt)													
ADDITIONAL MONIES RE: INVOICE#140875													
ORIGINAL BLANKET PO# 10-00291													
Vendor Total: 9,539.48													
GOLDEN GOLDEN RULE KARATE													
10-00813	07/23/10	PAYMENT FOR SESSION 3 2010											
1	STUDENT FEE	260.00	T-16-00-858-000-877						A	07/23/10	07/28/10		N
2	SHIRT FEE	117.00	T-16-00-858-000-877						A	07/23/10	07/28/10		N
Tracking Id: 710 Clothing (Sports Related) (Non-Exempt)													
-----													
377.00													
Vendor Total: 377.00													
GPU JCP&L													
10-00832	07/28/10	5/21-7/21/10 ELECTRICITY											
1	5/28-6/25/10 RT57 & PROSPECT	42.54	0-01-31-435-000-100						A	07/28/10	07/29/10		N
Tracking Id: 3611 Utilities - Electric (Exempt)													
STREET TRAFFIC LIGHTS													
2	6/19-7/20/10 STREET LIGHTS/SV	4,801.99	0-01-31-435-000-075						A	07/28/10	07/29/10		N
Tracking Id: 3611 Utilities - Electric (Exempt)													
3	6/19-7/20/10 STREET LIGHTS/MER	993.05	0-01-31-435-000-075						A	07/28/10	07/29/10		N

Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct	Type	Description	Stat	Chk	Enc	Date	First	Rcvd	Chk/Void	1099	Excl
Item Description					Charge Account													
Tracking Id: 3611 Utilities - Electric (Exempt)																		
AND INCAN																		
4	6/19-7/20/10		WOLFE ESTATE	59.94	0-01-31-435-000-075		B	TRAFFIC LIGHTS	Street Lighting	A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
STREET LIGHTS																		
5	6/6-7/2/10		LIBRARY	1,070.99	0-01-29-390-000-071		B	MUNICIPAL LIBRARY	Electricity	A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
6	6/17-7/16/10		DPW ALLEGER ST	84.75	0-01-31-430-000-299		B	ELECTRICITY		A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
GARAGE																		
7	6/17-7/16/10		YOUNG AVENUE	68.78	0-01-31-430-000-299		B	ELECTRICITY		A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
8	6/17-7/16/10		YOUNG AVE POOL	321.65	0-01-31-430-000-299		B	ELECTRICITY		A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
9	6/17-7/16/10		YOUNG AVE BATH	550.24	0-01-31-430-000-299		B	ELECTRICITY		A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
HOUSE																		
10	6/17-7/16/10		PARK PAVILLION	3.25	0-01-31-430-000-299		B	ELECTRICITY		A		07/28/10	07/29/10				N	
Tracking Id: 3611 Utilities - Electric (Exempt)																		
LIGHTS																		
-----																		
7,997.18																		
Vendor Total: 7,997.18																		
PRICE JENNIFER PRICE																		
10-00679	07/13/10		SWIM TEAM REFUND														N	
1	SWIM TEAM REFUND			250.00	T-16-00-858-000-840		B	SWIM TEAM FEES	(Revenue)	A		07/13/10	07/29/10				N	
Tracking Id: 2911 Recreation Program Refunds (Exempt)																		
DELAY IN SEASON STARTING																		
2	POOL MEMBERSHIP REFUND			15.00	T-16-00-858-000-831		B	SWIM PROGRAM-POOL	Membership Fee (Revenue)	A		07/13/10	07/29/10				N	
Tracking Id: 2911 Recreation Program Refunds (Exempt)																		
JOINED POOL BECAUSE OF SWIM TEAM REQUIREMENT																		
-----																		
265.00																		
Vendor Total: 265.00																		



Vendor # Name												
PO #	PO Date	Description	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	1099
Item	Description									Date	Invoice	Excl
-----												
3	ICE CREAM FOR CONCESSION STAND		498.00	T-16-00-858-000-821		B CONCESSION STAND Materials & Supplies	A	07/15/10 07/28/10				N
	Tracking Id: 1710	Food (Catered) (Non-Exempt)										
4	ICE CREAM FOR CONCESSION STAND		267.00	T-16-00-858-000-821		B CONCESSION STAND Materials & Supplies	A	07/28/10 07/28/10				N
	Tracking Id: 1710	Food (Catered) (Non-Exempt)										
					1,487.00							
Vendor Total:					1,487.00							
TERHUL LAURA TERHUNE												
10-00667	07/13/10	COUNSELOR WH SUMMER REC PRGM										
1	COUNSELOR WARREN HILLS MIDDLE		842.00	G-02-XX-703-000-799		B Local	A	07/13/10 07/23/10				N
	Tracking Id: 1020	Education & Training (Exempt)										
SCHOOL 2010 SUMMER RECREATION PROGRAM												
REF# M0317												
Vendor Total:					842.00							
STANNECK MELISSA STANNECK												
10-00814	07/23/10	POOL MEMBERSHIP REDUCTION										
1	POOL MEMBERSHIP REDUCTION		2.25	T-16-00-858-000-831		B SWIM PROGRAM-Pool Membership Fee(Revenue A	A	07/23/10 07/28/10				N
	Tracking Id: 2911	Recreation Program Refunds (Exempt)										
15% REDUCTION TO POOL MEMBERSHIP FEE												
PAID PER COUNCIL'S DECISION ON 7/6/10												
Vendor Total:					2.25							
MGLFO MGL FORMS-SYSTEMS, LLC												
10-00370	04/13/10	TAX BILLS FOR 2010										
1	1500 REGULAR TAX BILLS		157.00	0-01-20-145-000-030		B TAX COLLECTION Materials/Supplies	A	04/13/10 07/27/10			90475	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)										
2	1500 ESTIMATED 3RD QTR TAX		159.00	0-01-20-145-000-030		B TAX COLLECTION Materials/Supplies	A	04/13/10 07/27/10			90475	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)										
3	1250 REGULAR ADVISE COPY		134.00	0-01-20-145-000-030		B TAX COLLECTION Materials/Supplies	A	04/13/10 07/27/10			90475	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)										
4	1250 ESTIMATED ADVISE 3RD QTR		134.00	0-01-20-145-000-030		B TAX COLLECTION Materials/Supplies	A	04/13/10 07/27/10			90475	N
	Tracking Id: 2430	Office Supplies (General) (Non-Exempt)										
5	TAX REMINDER LABELS		24.00	0-01-20-145-000-030		B TAX COLLECTION Materials/Supplies	A	04/13/10 07/27/10			90475	N

Vendor # Name	PO # PO Date Description	Amount	Contract PO Type	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
	Tracking Id: 2430 Office Supplies (General) (Non-Exempt)					
	6 WINDOW ENVELOPES	181.25	0-01-20-145-000-030	A	04/13/10 07/27/10	N 90475
	Tracking Id: 2430 Office Supplies (General) (Non-Exempt)					
	7 SHIPPING & HANDLING	25.00	0-01-20-145-000-030	A	04/13/10 07/27/10	N 90475
	Tracking Id: 2430 Office Supplies (General) (Non-Exempt)					
	----- 814.25					
	Vendor Total:	814.25				
	TRAINELL MICHELLE TRAINELLO					
	10-00650 07/08/10 POOL MEMBERSHIP REFUND					
	1 POOL MEMBERSHIP REFUND	175.00	T-16-00-858-000-831	B SWIM PROGRAM-Pool Membership Fee(Revenue A	07/08/10 07/29/10	N N
	Tracking Id: 2911 Recreation Program Refunds (Exempt) POOL NOT OPENING ON TIME					
	Vendor Total:	175.00				
	CHRIS NICHOLAS CHRISAFIS					
	10-00278 03/11/10 STREET HOCKEY REFEREE FEES					
	1 STREET HOCKEY REFEREE FEES	150.00	T-16-00-858-000-880	B STREET HOCKEY Referees/Umpires	03/11/10 07/29/10	N N
	Tracking Id: 3272 Sports Referee/Umpire Services (Non-Exempt) GAMES TO BE PLAYED IN THE 2010 SEASON AT TAYLOR STREET SCHOOL					
	2/10/10 REF 2/STREET HOCKEY GAMES					
	2/17/10 REF 2/STREET HOCKEY GAMES					
	2/24/10 REF 2/STREET HOCKEY GAMES					
	3/3/10 REF 2/ STREET HOCKEY GAMES					
	3/8/10 REF 2/STREET HOCKEY GAMES					
	10-00804 07/22/10 REF STREET HOCKEY GAMES					
	1 REF STREET HOCKEY GAMES	105.00	T-16-00-858-000-880	B STREET HOCKEY Referees/Umpires	07/22/10 07/28/10	N N
	Tracking Id: 3272 Sports Referee/Umpire Services (Non-Exempt) 3/10/10 REF STREET HOCKEY GAME 3/10/10 REF STREET HOCKEY GAME 3/17/10 REF 2/STREET HOCKEY GAMES 3/18/10 REF 3/STREET HOCKEY GAMES					



Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	1099
					Charge Account					Enc Date	Date	Excl
Item Description												
Vendor Total:				255.00								
NJWATR NJ AMERICAN WATER CO.INC												
10-00473	05/11/10		WATER USAGE VARIOUS DEPTS		B							
3	6/9-7/12/10		MUNICIPAL BLDG	224.50	0-01-31-445-000-000		B	WATER	A	05/11/10	07/27/10	N
Tracking Id: 3615				Utilities - Water (Exempt)								
4	6/8-7/10/10		DPW ALLEGER STREET	14.79	0-01-31-445-000-000		B	WATER	A	05/11/10	07/27/10	N
Tracking Id: 3615				Utilities - Water (Exempt)								
GARAGE												
5	6/15-7/15/10		VARA FIELD	72.00	0-01-31-445-000-000		B	WATER	A	05/11/10	07/27/10	N
Tracking Id: 3615				Utilities - Water (Exempt)								
-----												
Vendor Total:				311.29								
10-00824 07/27/10 6/8-7/10/10 PARK-WATER USAGE												
1	6/8-7/10/10		PARK-WATER USAGE	1,409.56	0-01-31-445-000-000		B	WATER	A	07/27/10	07/27/10	N
Tracking Id: 3615				Utilities - Water (Exempt)								
10-00825 07/27/10 WATER USAGE FOR LIBRARY												
2	6/9-7/12/10		LIBRARY	77.79	0-01-29-390-000-072		B	MUNICIPAL LIBRARY water	A	07/27/10	07/27/10	N
Tracking Id: 3615				Utilities - Water (Exempt)								
Vendor Total:				1,798.64								
NJHEALTH NJ DEPT HEALTH & SENIOR SERV												
10-00801	07/22/10		ANIMAL CONTROL FEES									
1	ANIMAL CONTROL FEES			360.60	T-12-00-851-000-000		B	Due to State	A	07/22/10	07/23/10	N
Tracking Id: 211				Animal Control Services (Exempt)								
Vendor Total:				360.60								
NJPPAPR NJN PUBLISHING INC.												
10-00393	04/20/10		LEGAL ADVERTISING		B							
10	ORD#7 AND AFFDAVIT			14.34	0-01-20-120-000-021		B	CLERK Legal Advertising	A	04/20/10	07/23/10	N
Tracking Id: 2231				Legal Advertising (Exempt)								
11	CHAPTER 96 CABLE TV&AFFDAVIT			165.06	0-01-20-120-000-021		B	CLERK Legal Advertising	A	04/20/10	07/23/10	N
Tracking Id: 2231				Legal Advertising (Exempt)								

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Vendor # Name	PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Enc Date	Date	Chk/Void	Invoice	Excl
Item Description																
-----																
				179.40												
Vendor Total:				179.40												
PITNEY PITNEY BOWES, INC.																
10-00403 04/20/10 3/30-6/30 POSTAGE MACHINE RNTL																
1 3/30-6/30 POSTAGE MACHINE RNTL				354.00	0-01-20-100-000-028		B	GENERAL ADMIN Contractua	Services	A	04/20/10	07/23/10		2618338-JN10		N
Tracking Id: 1330 Equipment Rental - Office Equipment (Non-Exempt)																
Vendor Total:				354.00												
QUILL QUILL CORPORATION																
10-00612 06/23/10 INK TONER FOR PRINTER																
1 INK TONER FOR PRINTER				143.98	0-01-20-100-000-036		B	GENERAL ADMIN Office Supplies		A	06/23/10	07/23/10		6263498		N
Tracking Id: 2430 Office Supplies (General) (Non-Exempt)																
HP Q5949A INK TONER FOR PRINTER 1320																
Vendor Total:				143.98												
LEGGIOR RACHELLE LEGGIO																
10-00669 07/13/10 COUNSELOR WH SUMMER REC PRGM																
1 COUNSELOR WARREN HILLS MIDDLE				842.00	G-02-XX-703-000-799		B	Local		A	07/13/10	07/23/10				N
Tracking Id: 1020 Education & Training (Exempt)																
SCHOOL 2010 SUMMER RECREATION PROGRAM																
REF# M0318																
Vendor Total:				842.00												
PERRY RICK PERRY																
10-00666 07/13/10 COUNSELOR WH SUMMER REC PRGM																
1 HEAD COUNSELOR WARREN HILLS				300.00	G-02-XX-703-000-299		B	State		A	07/13/10	07/29/10				N
Tracking Id: 1020 Education & Training (Exempt)																
MIDDLE SCHOOL 2010 SUMMER RECREATION																
PROGRAM REF# M0315																
Vendor Total:				300.00												
-----																

ANASTASI RONALD S. ANASTASIO

Vendor # Name													
PO #	PO Date	Description	Amount	Contract	PO Type	Charge Account	Acct Type	Description	Stat/Chk	First Rcvd	Chk/Void	Invoice	Excl
Item Description													
-----													
10-00678	07/13/10	SWIM TEAM REFUND											
1	SWIM TEAM REFUND		200.00	T-16-00-858-000-840		B SWIM TEAM Fees (Revenue)			A	07/13/10	07/29/10		N
Tracking Id: 2911		Recreation Program Refunds (Exempt)											
DELAY IN SEASON STARTING													
Vendor Total:			200.00										
GONZALES SERGIO GONZALAS													
10-00820	07/27/10	REFUND LANDLORD REGISTRATION											
1	REFUND LANDLORD REGISTRATION		300.00	0-01-22-195-000-299		B LOCAL CODE ENF Miscellaneous			A	07/27/10	07/28/10		N
Tracking Id: 2912		Refunds (Misc.) (Exempt)											
overpayment on landlord registration.													
Vendor Total:			300.00										
TOTH STEVEN TOTH													
10-00567	06/09/10	AMERICAN SIGN LANG INTERPRETER											
1	AMERICAN SIGN LANG INTERPRETER		300.00	0-01-43-490-000-027		B MUNICIPAL COURT Legal Svcs			A	06/09/10	07/27/10		N
Tracking Id: 2052		Interpreter Services (Non-Exempt)											
WOODS/BURNS CROSS COMPLAINTS TRIAL													
Vendor Total:			300.00										
SUBCON SUBURBAN CONSULTING ENGINEERS													
09-00918	07/14/09	2009 STREET OPENINGS				B							
15	STREET OPENING-MIGLIACCIO		200.00	T-13-00-601-000-000		B Street Opening Deposits			A	07/14/09	07/29/10	12920	N
Tracking Id: 1380		Escrow (Exempt)											
91 S. LINCOLN AVE													
SERVICES FOR THE PERIOD 9/13/09-10/10/09													
16	STREET OPENING-MIGLIACCIO		561.49	T-13-00-601-000-000		B Street Opening Deposits			A	07/14/09	07/29/10	12920	N
Tracking Id: 1380		Escrow (Exempt)											
91 S. LINCOLN AVE													
SERVICES FOR THE PERIOD 12/6/09-12/31/09													
-----													
761.49													
09-00969 07/22/09 CONST. & ENVIRON OVERSIGHT C9-00002 C													
14	CONST/ENVIRONMENTAL OVERSIGHT		928.00	C-04-08-005-000-002		B PARKING LOT - ORD #5-2008			A	07/22/09	07/23/10	14422	N

FINNEG TERENCE FINNEGAN

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SIMONTON VICTORIA SIMONTON					
10-00781	07/15/10	SWIM TEAM REFUND			
1	SWIM TEAM REFUND	110.00	T-16-00-858-000-840	B SWIM TEAM Fees (Revenue)	A 07/15/10 07/29/10
Tracking Id: 2911					
CANNOT AFFORD ADDITIONAL COST TO JOIN					
THE POOL AS IT WAS MADE A REQUIREMENT					
AFTER THE INITIAL SIGN-UPS					

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[illegible]

Vendor # Name		Contract PO Type				Acct Type Description		Stat/Chk		First Rcvd		Chk/Void		1099	
PO #	PO Date Description	Amount	Charge Account							Enc Date	Date	Date			Excl
Item Description															
10-00833 07/28/10 COVER PAYROLL 7/30/10															
1	GENERAL ADMIN.-FULL-TIME	4,805.46	0-01-20-100-000-011			B GENERAL ADMIN Full Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
2	MAYOR & COUNCIL-7/30 PAYROLL	541.67	0-01-20-110-000-012			B MAYOR & COUNCIL Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
3	CLERK-F.T. 7/30 PAYROLL	2,781.17	0-01-20-120-000-011			B CLERK - Full Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
4	CLERK-P.T. 7/30 PAYROLL	62.50	0-01-20-120-000-012			B CLERK Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
5	FIN.ADMIN.-P.T. 7/30 PAYROLL	1,049.49	0-01-20-130-000-012			B FINANCIAL ADMINISTRATION-PART TIME		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
6	FIN.ADMIN.-F.T.-PAYROLL 7/30	2,602.83	0-01-20-130-000-012			B FINANCIAL ADMINISTRATION-PART TIME		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
7	TAX COLL.-F.T. 7/30 PAYROLL	4,468.46	0-01-20-145-000-011			B TAX COLLECTION Full Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
8	TAX ASSESSMENT-P.T. 7/30 PAYR.	1,427.32	0-01-20-150-000-012			B TAX ASSESSMENT Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
9	PLANNING BD.-P.T. 7/30 PAYROLL	155.32	0-01-21-180-000-012			B PLANNING BOARD Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
10	BD. OF ADJ.-P.T. 7/30 PAYROLL	98.00	0-01-21-185-000-012			B BOARD OF ADJ Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
11	EMERGENCY MGMT.-P.T. 7/30 PAYR	125.00	0-01-25-252-000-012			B EMERGENCY MGMT Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
12	FIRE & SAFETY-P.T. 7/30 PAYR.	737.45	0-01-25-265-000-012			B FIRE & SAFETY CODE ENF Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
13	STREETS & RDS.-F.T. 7/30 PAYR.	12,491.16	0-01-26-290-000-011			B STREETS & ROADS Full Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
14	STREETS & RDS.-SEASONAL 7/30	880.00	0-01-26-290-000-013			B STREETS & ROADS Seasonal		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
15	STR. & RDS.-O.T. 7/30 PAYROLL	182.01	0-01-26-290-000-014			B STREETS & ROADS Overtime		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
16	BLDGs. & GRNDS.-P.T. 7/30 PAYR	501.43	0-01-26-310-000-012			B BUILDINGS & GROUNDS Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
17	SHADE TREE-P.T. 7/30 PAYROLL	38.92	0-01-26-313-000-012			B SHADE TREE COMMISSION Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
18	ANIMAL CONTROL-P.T. 7/30 PAYR.	419.08	0-01-27-340-000-012			B ANIMAL CONTROL Part Time		P	3464	07/28/10	07/29/10	07/29/10		N	
	Tracking Id: 2560 Payroll (General) (Exempt)														
19	MUN. LIBR.-F.T. 7/30 PAYROLL	5,612.43	0-01-29-390-000-011			B MUNICIPAL LIBRARY Full Time		P	3464	07/28/10	07/29/10	07/29/10		N	



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Vendor Total: 16,666.67

Total Purchase Orders:	87	Total P.O. Line Items:	158	Total List Amount:	1,393,588.92	Total Void Amount:	0.00
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Fund Description	Fund	Budget Total	Revenue Total
OPERATING FUND	0-01	1,250,896.57	0.00
SEWER OPERATING FUND	0-05	1,865.63	0.00
Year Total:		1,252,762.20	0.00
OPERATING FUND	9-01	1,075.00	0.00
GENERAL CAPITAL FUND	C-04	123,842.56	0.00
FEDERAL & STATE GRANT FUND	G-02	9,709.13	0.00
ANIMAL CONTROL FUND	T-12	360.60	0.00
DEVELOPER'S ESCROW FUND	T-13	1,448.18	0.00
RECREATION TRUST	T-16	4,391.25	0.00
Year Total:		6,200.03	0.00
Total of All Funds:		1,393,588.92	0.00

07/29/10  
13:22:17

BOROUGH OF WASHINGTON  
Purchase Order Listing By Budget Account

BILL LIST 8/3/10

P.O. Type: All  
Format: Detail with Line Item Notes  
Range: 0-05-55-000-000 to 0-05-99-999-999-999  
Rcvd Batch Id Range: First to Last  
Department Page Break: No

Print Alpha Capital/Trust, Alpha Grant, & Revenue Accts: N  
Open: N Rcvd: Y Paid: Y  
Held: N Aprv: Y Void: N  
Bid: Y State: Y Other: Y  
Include Non-Budgeted: Y

Received Date Range: 07/20/10 to 12/31/10

Budget Account	Description	Amount	Stat/Chk	Enc Date	First Rcvd	Chk/Void	PO Type
P.O. Id Item Vendor	Item Description				Date	Invoice	

Fund: SEWER OPERATING FUND

0-05-55-501-000-011 SEWER OPERATING Full Time  
10-00835 1 WBPAY WASH. BOROUGH PAYROLL ACCOUNT SEWER-F.T. 7/30/10 PAYROLL  
Tracking Id: 2560 Payroll (General) (Exempt)

1,865.63 P

Department Total:

1,865.63

0-05-55-502-000-025 SEWER OPERATING Operations  
10-00627 3 FEDEX FEDEX CHGS-VEOLIA WATER & PNC  
Tracking Id: 2712 Postage (Non-Exempt)

7-152-64000

0-05-55-502-000-028 SEWER OPERATING Contractual Svcs  
10-00010 10 SUBCON SUBURBAN CONSULTING ENGINEERS 2010 WASTEWATER CONSULTING SER  
Tracking Id: 2780 Professional Services - Engineering (Exempt)  
SERVICES FOR THE PERIOD 5/2-5/29/10

14424

0-05-55-502-000-071 SEWER OPERATING Utilities-Electricity  
10-00832 11 GPU JCP&L 6/11-7/13/10 RAMAPO WAY  
Tracking Id: 3611 Utilities - Electric (Exempt)  
10-00832 12 GPU JCP&L 5/21-6/22/10 KINNAMAN AVE  
Tracking Id: 3611 Utilities - Electric (Exempt)  
10-00832 13 GPU JCP&L 6/23-7/21/10 WOLFE ESTATE PUMP  
Tracking Id: 3611 Utilities - Electric (Exempt)  
STATION

7.19 A

24.81 A

292.43 A

324.43

0-05-55-502-000-078 SEWER OPERATING Utilities-Water  
10-00826 2 NJWATR NJ AMERICAN WATER CO. INC 6/15-7/15 ALVIN SLOAN HYDRANT  
Tracking Id: 3615 Utilities - Water (Exempt)

9.00 A

B

BOROUGH OF WASHINGTON  
Purchase Order Listing By Budget Account

07/29/10  
13:22:17

Budget Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
P.O. Id Item Vendor									
0-05-55-502-000-079	SEWER OPERATING Utilities-Natural Gas		18.62	A	07/23/10	07/26/10			
10-00807	3 ELIZG ELIZABETHOWN GAS	6/8-7/9 NATURAL GAS/SEWER DEPT							
	Tracking Id: 3612	Utilities - Gas (Exempt)							
	ALVIN SLOAN								
Department Total:			1,233.05						
CAFR Total:			3,098.68						
Fund Total: SEWER OPERATING FUND			3,098.68						
Year Total:			3,098.68						
Total P.O. Items:	8	Total List Amount:	3,098.68	Total Void Amount:	0.00				

BOROUGH OF WASHINGTON  
Purchase Order Listing By Budget Account

07/29/10  
13:22:17

Fund Description	Fund	Budget Total
SEWER OPERATING FUND	0-05	3,098.68
Total of All Funds:		<u>3,098.68</u>